SHARP

MODEL: MX-M850
MX-M950
MX-M1100

User's Guide



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ABOUT THIS MANUAL

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide (This manual)	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

Warning	This alerts you to a situation where there is a risk of human death or injury.
Caution	This alerts you to a situation where there is a risk of human injury or property damage.

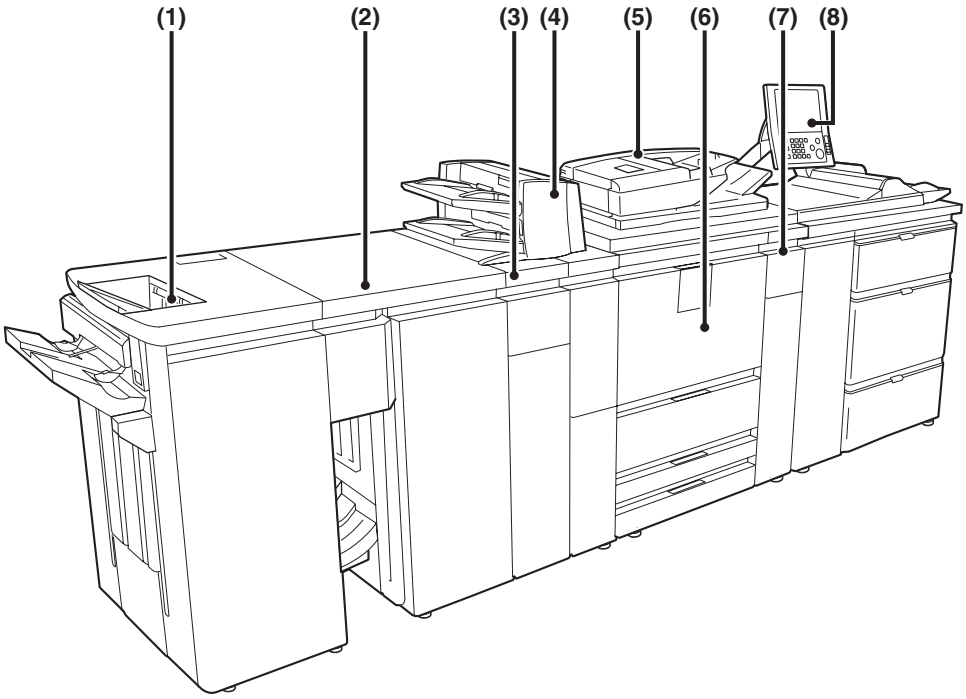
	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained. For detailed information on each system setting, see the Administrator's Guide.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1 BEFORE USING THE MACHINE

This chapter provides basic information about the machine. Please read this chapter before using the machine.

PART NAMES AND FUNCTIONS

EXTERIOR



(1) Finisher*

This can be used to staple output. The optional punch module can be installed to punch holes in output.

☞ FINISHER (page 59)

(2) Saddle unit*

The output is folded at the center. The saddle stitch function staples output at the centerline.

☞ SADDLE UNIT (page 60)

(3) Folding unit*

This folds output.

☞ FOLDING UNIT (page 61)

(4) Inserter*

Paper loaded in the inserter can be inserted into output from the machine as covers and inserts.

☞ INSERTER (page 62)

(5) Automatic document feeder

This automatically feeds and scans multiple originals. Both sides of 2-sided originals can be automatically scanned.

☞ PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER (page 53)

(6) Front cover

Open this to remove a paper misfeed from the conveyor unit or to switch the main power switch on and off.

☞ TURNING THE POWER ON AND OFF (page 18)

(7) Toner cartridge installation cover

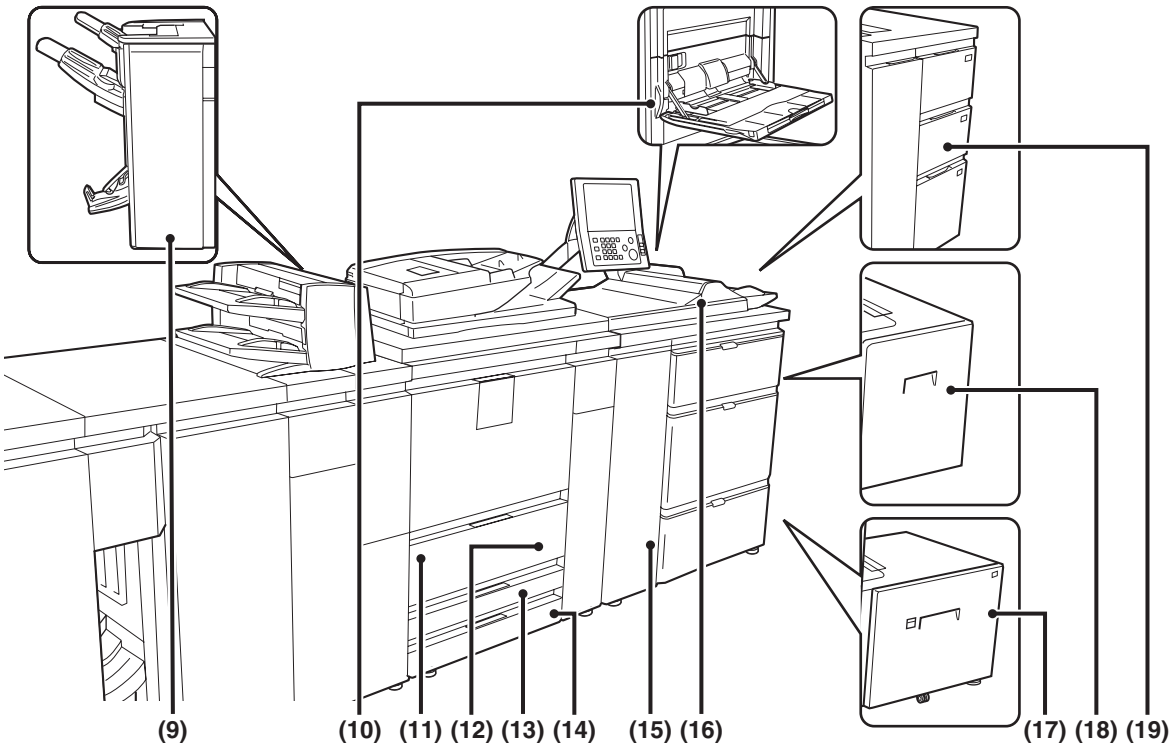
Open this cover to replace a toner cartridge.

(8) Operation panel

This is used to select functions and enter the number of copies.

☞ OPERATION PANEL (page 10)

*Peripheral device.



(9) Finisher (for MX-M850) / Saddle stitch finisher*
This can be used to staple output. The punch module can be installed to punch holes in output. The saddle stitch finisher can automatically staple output at the centerline and fold the pages to create a pamphlet.
☞ FINISHER (FOR THE MX-M850) / SADDLE STITCH FINISHER (page 60)

(10) Bypass tray (MX-MFX1)*
When using the bypass tray, insert the paper from here. If the paper is larger than 8-1/2" x 11"R (A4R), be sure to pull out the extension tray.
When the large capacity trays are installed, this cannot be installed.
☞ LOADING PAPER IN THE BYPASS TRAY (page 48)

(11) Tray 1 (left side)
This holds paper. Up to 1200 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR TRAY 1 AND TRAY 2 (page 29)

(12) Tray 2 (right side)
This holds paper. Up to 800 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR TRAY 1 AND TRAY 2 (page 29)

(13) Tray 3
This holds paper. Transparency film, tab paper, and other special media can also be loaded. Up to 500 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR TRAY 3 AND TRAY 4 (page 32)

(14) Tray 4
This holds paper. Transparency film, tab paper, and other special media can also be loaded. Up to 500 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR TRAY 3 AND TRAY 4 (page 32)

(15) Large capacity trays (MX-LCX5)*
This holds paper. Up to 4000 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX5) (page 40)

(16) Bypass tray (MX-MFX2)*
Bypass tray that can be installed when the large capacity trays are installed. Use this tray to feed paper manually. When loading paper larger than 8-1/2" x 11"R or A4R, be sure to pull out the bypass tray extension.
☞ LOADING PAPER IN THE BYPASS TRAY (page 48)

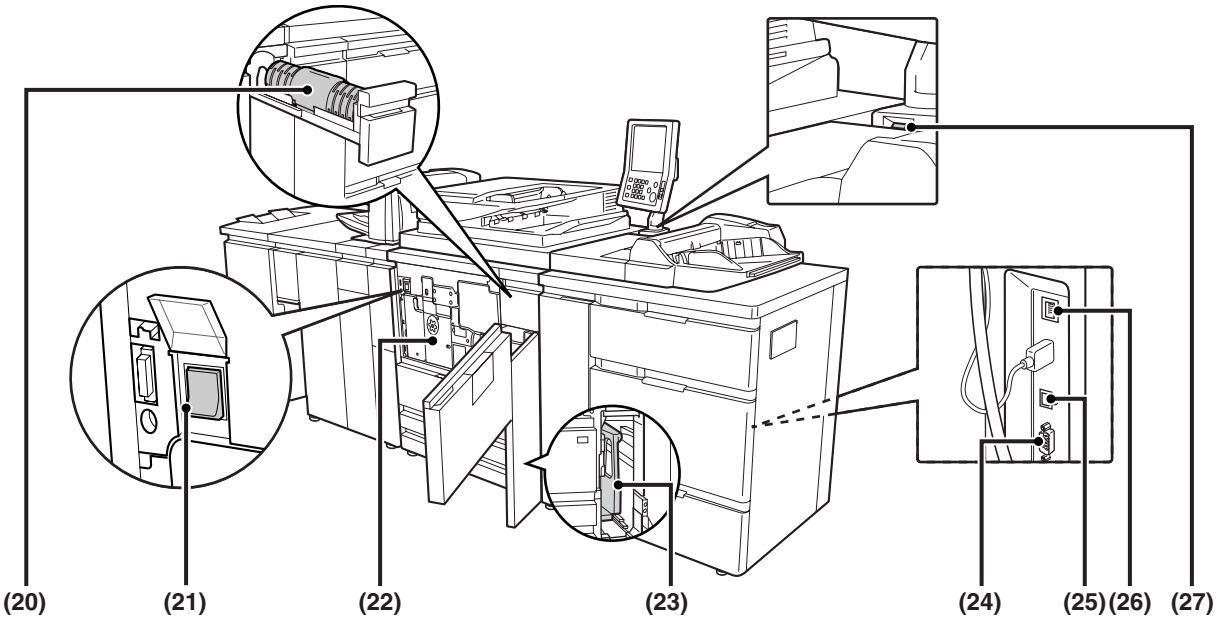
(17) Large capacity tray (MX-LCX3N*)
This can be used on the MX-M850.
The bypass tray (MX-MFX1) is required. Up to 3000 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAY (MX-LCX3N) (page 44)

(18) Large capacity tray (MX-LCX6)*
This holds paper. Up to 3500 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAY (MX-LCX6) (page 43)

(19) Large capacity trays (MX-LCX4)*
This holds paper. Up to 4550 sheets of paper can be loaded.
☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX4) (page 37)

*Peripheral device.

INSIDE AND CONNECTOR



(20) Toner cartridges

These contain toner for printing. When the toner runs out in the cartridge, replace the cartridge with a new cartridge.

(21) Main power switch

This is used to power on the machine.
When using the fax or Internet fax functions, keep this switch in the "on" position.
☞ TURNING THE POWER ON AND OFF (page 18)

(22) Conveyor unit

This contains the fusing unit that fuses the transferred image to the paper by heat, and the transfer belt that is used to transfer the image to the paper.

⚠ Caution

The fusing unit is hot. Take care not to burn yourself when removing a paper misfeed.

Do not touch the transfer belt or allow it to be damaged.
This may cause a defective image.

(23) Toner collection container

This collects excess toner that remains after printing.

Your service technician will collect the toner collection container.

(24) Service-only connector

⚠ Caution

This connector is for use only by service technicians. Connecting a cable to this connector may cause the machine to malfunction.

Important note for service technicians:
The cable connected to the service connector must be less than 118" (3 m) in length.

(25) USB connector (B type)

A computer can be connected to this connector to use the machine as a printer.
For the USB cable, use a shielded cable.

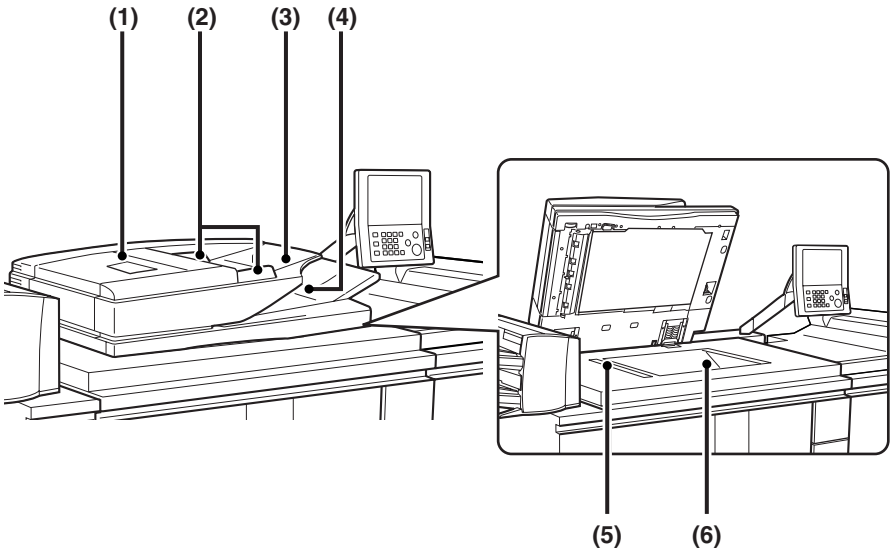
(26) LAN connector

Connect the LAN cable to this connector when the machine is used on a network.
For the LAN cable, use a shielded type cable.

(27) USB connector (A type)

This is used to connect a USB device such as USB memory to the machine.
For the USB cable, use a shielded cable.

AUTOMATIC DOCUMENT FEEDER AND DOCUMENT GLASS



(1) Document feeding area cover

Open to remove a misfed original.

(2) Original guides

These help ensure that the original is scanned correctly. Adjust the guides to the width of the original.

☞ PLACING THE ORIGINAL (page 53)

(3) Document feeder tray

Place originals in this tray. 1-sided originals must be placed face up.

☞ PLACING THE ORIGINAL (page 53)

(4) Original exit tray

Originals are delivered to this tray after scanning.

(5) Scanning area

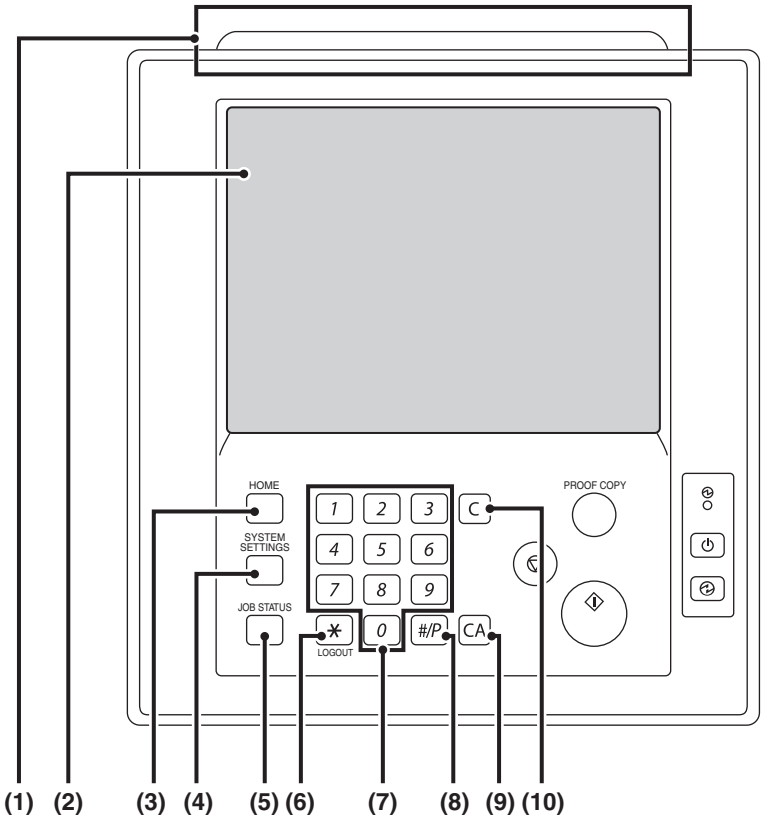
Originals placed in the document feeder tray are scanned here.

(6) Document glass

Use this to scan a book or other thick original that cannot be fed through the automatic document feeder.

☞ PLACING THE ORIGINAL ON THE DOCUMENT GLASS (page 55)

OPERATION PANEL



(1) Status indicators

Green and red indicators will light or blink to indicate the machine's status. When the green indicator lights or blinks, the machine is operating normally. When the red indicator lights or blinks, an error has occurred.

☞ STATUS INDICATORS (page 17)

(2) Touch panel

Messages and keys appear in the touch panel display. Touch the displayed keys to perform a variety of operations.

When a key is touched, a beep sounds and the selected item is highlighted. This provides confirmation as you perform an operation.

☞ TOUCH PANEL (page 12)

(3) [HOME] key

Touch this key to display the home screen. Frequently used settings can be registered in the home screen to enable quick and easy operation of the machine.

☞ HOME SCREEN (page 25)

(4) [SYSTEM SETTINGS] key

Press this key to display the system settings menu screen. The system settings are used to configure paper tray settings, store addresses for transmission operations, and adjust parameters to make the machine easier to use.

☞ 5. SYSTEM SETTINGS (page 71)

☞ Administrator's Guide

(5) [JOB STATUS] key

Press this key to display the job status screen. The job status screen is used to check information on jobs and to cancel jobs.

☞ PRINT/SEND STATUS (JOB STATUS) (page 16)

(6) [LOGOUT] key (✳)

Press this key to log out after you have logged in and used the machine. When using the fax function, this key can also be pressed to send tone signals on a pulse dial line.

☞ USER AUTHENTICATION (page 20)

(7) Numeric keys

These are used to enter the number of copies, fax numbers, and other numerical values.

(8) [#/P] key (#/P)

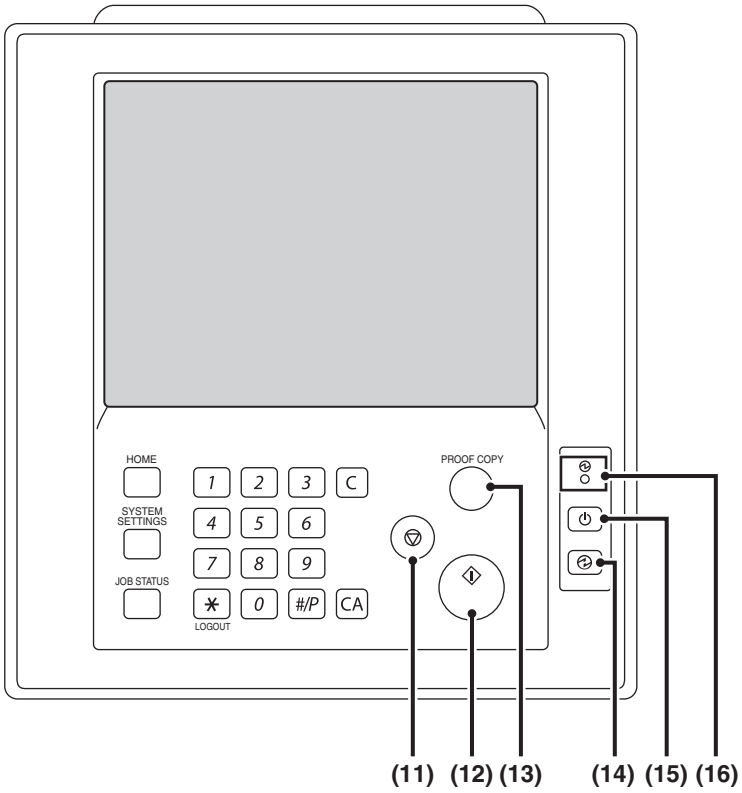
When using the copy function, press this key to use a job program. When using the fax function, this key can be used when dialing.

(9) [CLEAR ALL] key (CA)

Press this key to return to the initial operation state. Use this key when you wish to cancel all settings that have been selected and start operation from the initial state.

(10) [CLEAR] key (C)

Press this key to return the number of copies to "0".



(11) [STOP] key ()

Press this key to stop a copy job or scanning of an original.

(12) [START] key ()

Press this key to copy or scan an original. This key is also used to send a fax in fax mode.

(13) [PROOF COPY] key ()

Use this to make a proof copy. For information on proof copying, see "CHECKING COPIES BEFORE PRINTING (Proof Copy)" in the Copier Guide.

(14) [POWER SAVE] key () / indicator

Use this key to put the machine into auto power shut-off mode to save energy.
The [POWER SAVE] key () blinks when the machine is in auto power shut-off mode.
☞ [POWER SAVE] KEY (page 19)

(15) [POWER] key ()

Use this key to turn the machine power on and off.
☞ TURNING THE POWER ON AND OFF (page 18)

(16) Main power indicator

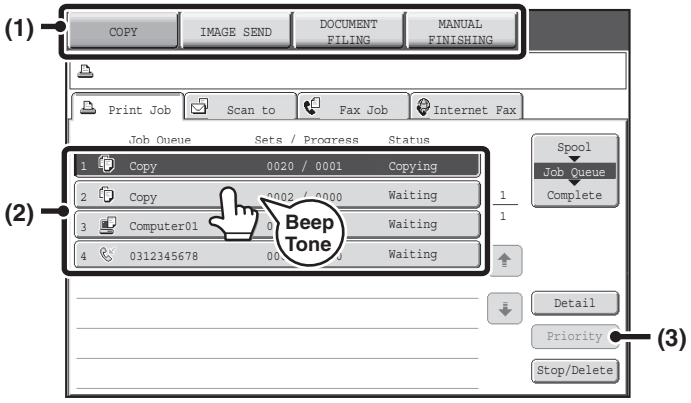
This lights up when the machine's main power switch is in the "on" position. Normally this lights solid green.
When the machine has the Internet fax or fax function and the power is turned off with the [POWER] key (), this lights solid orange.
☞ TURNING THE POWER ON AND OFF (page 18)

TOUCH PANEL

The touch panel (screen) shown in this manual is a descriptive image. The actual screen is slightly different.

USING THE TOUCH PANEL

Example 1



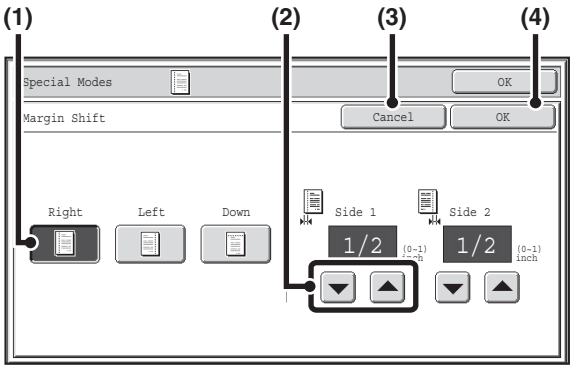
(1) Mode select keys
Use these keys to switch between copy, image send, document filing, and manual finishing modes.

(2) Settings for each function are easily selected and canceled by touching the keys on the screen with your finger. When an item is selected, a beep will sound and the item will be highlighted to confirm the selection.

(3) Keys that are grayed out cannot be selected.

If you touch a key that cannot be selected, a double beep will sound.

Example 2



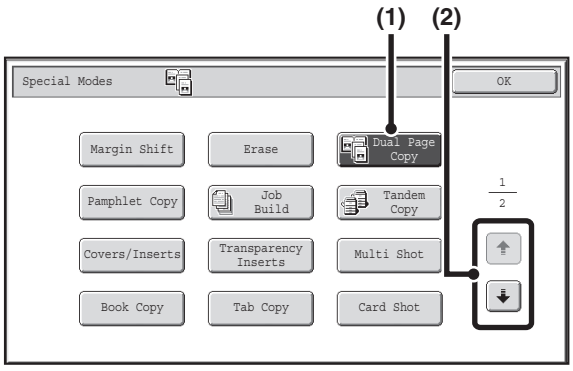
(1) If the initial state of a key in a screen is highlighted, the key is selected. To change the selection, touch one of the other keys to highlight that key.

(2) The ▼ ▲ keys can be used to increase or decrease a value. To make a value change quickly, keep your finger on the key.

(3) Touch this key to cancel a setting.

(4) Touch the [OK] key to enter and save a setting.

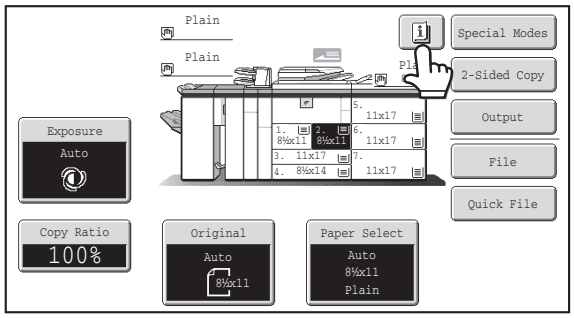
Example 3



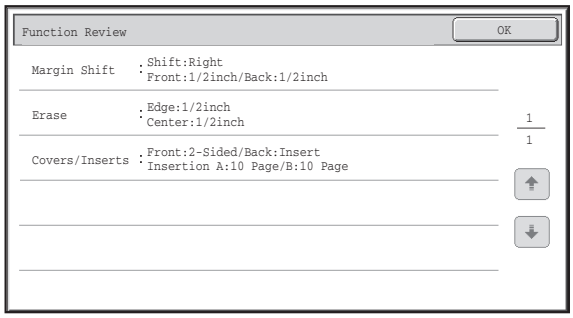
(1) Some items in the special modes screen are selected by simply touching the key of the item. To cancel a selected item, touch the highlighted key once again so that it is no longer highlighted.

(2) When settings extend over multiple screens, touch the ▼ key or the ▲ key to switch through the screens.

Example 4



When at least one special mode is selected, the [i] key appears in the base screen.



The [i] key can be touched to display a list of the selected special modes.

The above explanations do not apply to the system settings. For information on the screens and procedures for using the system settings, see "USING THE TOUCH PANEL (System Settings)" (page 14).

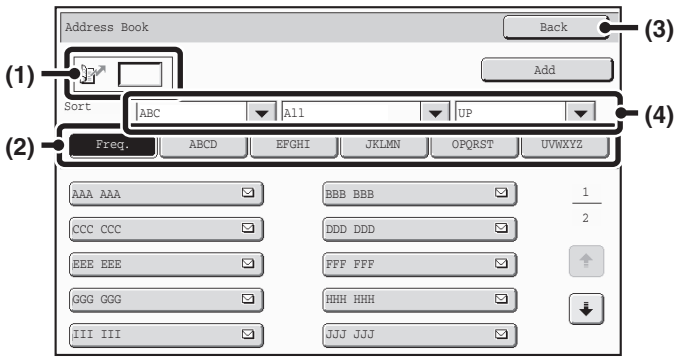
System Settings (Administrator): Keys Touch Sound

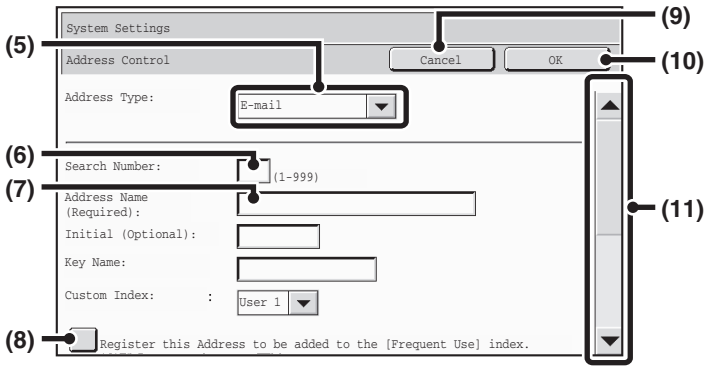
This is used to adjust the volume of the beep that sounds when keys are touched. The key touch sound can also be turned off.

USING THE TOUCH PANEL (System Settings)

This section explains special operation methods that are common to all system settings.
Some of these steps are omitted in the explanations of each of the system settings, so refer to this section when configuring a setting.

Example: Address book screen





(1) Search box

Enter a search number in this box to search for the corresponding address.
When searching for a user, appears in the icon display.

(2) Index keys

Touch an index key to display the corresponding addresses. The index keys that appear vary depending on the "Sort" setting.

(3) [Back] key

Returns you to the previous screen.

(4) "Sort"

Use this to select the method of displaying addresses and the index type.
Example: In the "Address Book" screen, the display can be switched between the following three methods:

- Alphabetical / User index
- Display by mode
- Ascending / Descending / Number order

(5) Select box

Touch to display a list of the items that can be selected. Touch an item in the list to select it.

(6) Text box (numerical)

Touch this box to enter a number. Numbers are entered with the numeric keys.
If you make a mistake, press the [CLEAR] key (C) to clear the incorrect number.

(7) Text box

Touch this box to open a text entry screen. When you have finished entering text in the text entry screen, the text will appear in the text box. To enter text, see "7. ENTERING TEXT" (page 94).

(8) Checkbox

This switches between and each time you touch it. To enable the corresponding setting, touch the checkbox so that a checkmark appears . To disable the setting, touch the checkbox to remove the checkmark .
Radio buttons () are also used to select settings in this way. (However, radio buttons are used to select a single item out of several.)

(9) [Cancel] key

This cancels a setting and returns you to the previous screen.

(10) [OK] key

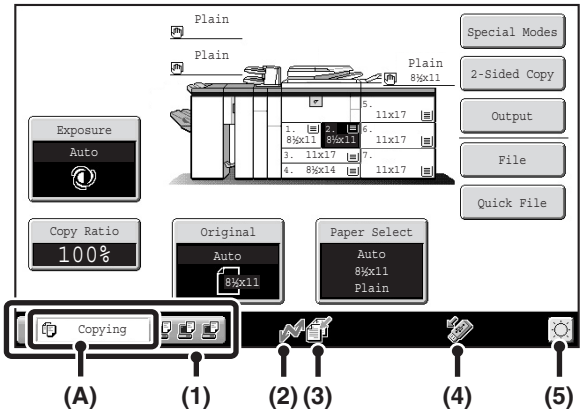
Touch this to store the current settings.

(11) Scroll bar

Use this to scroll the screen up and down.
Touch the bar and slide it up or down to move the screen.
You can also move the screen up and down with the keys.

SYSTEM BAR

The system bar appears at the bottom of the touch panel.
The items that appear in the system bar are explained below.



(1) Job status display

The first four jobs in progress or reserved are indicated by icons.
The icons are as follows.

	Print job		Copy job
	Scan to E-mail job		Scan to FTP job
	Scan to Network Folder job		Scan to Desktop job
	Fax transmission job		Fax reception job
	PC-Fax transmission job		Internet fax transmission job
	Internet Fax reception job		PC-I-Fax transmission job
	Broadcast job		Scan to HDD file print job
	Tandem copy/print job		

The status of the first job is indicated as shown in (A). The color appearing in the job status display depends on the job status as indicated in the table below. The job status display can be touched to show the job status screen.

Job status display	Machine Configuration
Green	A print, scan or other job is being executed normally.
Yellow	The machine is warming up or on standby, or a job is being canceled.
Red	A paper misfeed or other error condition has occurred.
Gray	The machine has no jobs.

(2) Line-in-use icon display

This icon appears when data is being sent or received.

(3) Data icon display

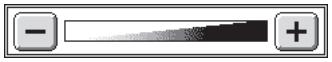
This icon appears when fax, scan, or Internet fax data is stored in the machine's memory. When data to be transmitted is stored, appears. When received data is stored, appears. When both data to be transmitted and received data are stored, appears.

(4) USB device display

This icon appears when a USB memory or other USB device is connected to the machine.

(5) Brightness adjustment key

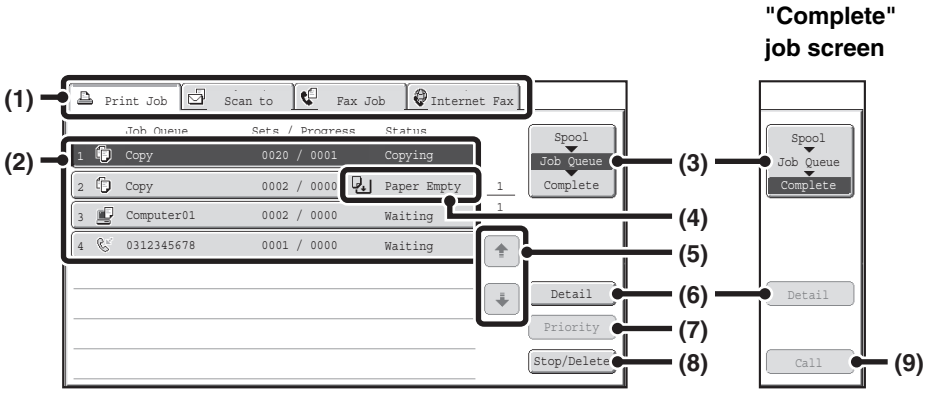
Touch this key to adjust the brightness of the touch panel.
When touched, the following screen appears next to the key.



Touch the [+] key or the [-] key to adjust the brightness. When finished, touch the brightness adjustment key again to close the screen.

PRINT/SEND STATUS (JOB STATUS)

This screen appears when the [JOB STATUS] key on the operation panel is pressed.
The screen shows lists of the jobs that are reserved and in progress, and jobs that have been completed. This screen is used to check jobs, move a job to the top of the job queue, or delete a job.



(1) Mode select tabs

Use these tabs to select print mode, scan mode, fax mode, or Internet fax mode.

- The [Print Job] tab shows copy, print, received fax, received Internet fax, and self print jobs.
- The [Scan to] tab shows transmission jobs that use the scanner function.
- The [Fax Job] tab shows transmission (and reception) jobs that use the fax and PC-Fax functions.
- The [Internet Fax] tab shows transmission (and reception) jobs that use the Internet fax and PC-I-fax functions.

For more information on the job status screen in each mode, see the manual for each mode.

(2) Job list

- The screen shows lists of the jobs that are reserved and in progress, and jobs that have been completed. When the [Print Job] tab is touched in the mode select tabs, the job status screen selector key changes and the "Spool" list appears.
 A brief description of each job and its status appears in the list.
- The "Spool" screen shows spooled print jobs and encrypted PDF jobs waiting for password entry. To move an encrypted PDF job from the spool list to the job queue, touch the key of the job and enter the job password.

(3) Job status screen selector key

This switches the job list display between spooled jobs, the job queue, and completed jobs.

"Spool": This shows spooled print jobs and encrypted PDF jobs waiting for password entry. "Spool" appears when print jobs are displayed.

"Job Queue": This shows reserved jobs and the job in progress.

"Complete": This shows completed jobs.

(4) "Paper Empty" display

Add paper.
When the status is "Paper Empty", the specified size of paper for the job is not loaded in any of the trays.
In this case, the job will be held until the required size of paper is loaded. Other jobs that are waiting will be printed (if possible) ahead of the held job. (However, other jobs will not be printed if the paper ran out while printing was in progress.)
If you need to change the paper size because the specified paper size is not available, touch the key of the job in the job list (2) to select it, touch the [Detail] key described in (6), and select a different paper size.

(5) keys

These change the page of the displayed job list.

(6) [Detail] key

This shows detailed information on a selected job.
When a job has been stored using Quick File or File in document filing mode, or when a broadcast transmission has been performed in image send mode, the job appears as a key in the completed jobs screen. You can touch the [Detail] key to show details on the completed job, and you can also touch the [Call] key to reprint or resend the job.

(7) [Priority] key

A reserved job in the "Job Queue" screen can be printed ahead of all other reserved jobs by selecting the job and then touching this key.
In the print job queue, select the print or copy job to which you wish to give priority and touch this key. The job in progress stops and printing of the selected job begins. When the selected job is completed, the interrupted job resumes.

(8) [Stop/Delete] key

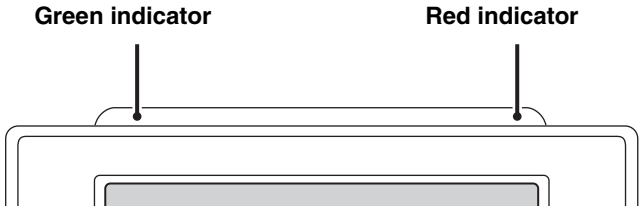
Use this key to cancel the job currently in progress or a selected reserved job. Note that printing of received faxes and received Internet faxes cannot be canceled.

(9) [Call] key

A job that appears in the completed jobs screen as a key can be touched followed by the [Call] key to reprint or resend the job. This is the same [Call] key that appears when the [Detail] key is touched.

STATUS INDICATORS

There are status indicators at the top of the operation panel.
There are both red and green indicators, and these light or blink to indicate the machine's status.



About status indicator lighting and blinking

The status indicators light or blink to indicate the following conditions.

	Red indicator	Green indicator	
		Pattern 1 (Job status display)	Pattern 2 (Machine status display)
Lights solidly	A problem exists but the machine can be used. (The toner cartridge is out of toner and the machine is using the spare toner, etc.)	Job in progress (During paper feeding and output.)	Standby
Blinking	A problem exists that prevents the machine from being used (out of toner, paper misfeed, etc.)	Original scanning in progress	Job in progress (During original scanning, paper feeding, and output)
Off	No problems	Standby	Jobs cannot be accepted

The green indicator has two indicating patterns. The indicating pattern can be changed using "Status Indicator Settings" in the system settings (administrator). The factory default setting is "Pattern 1".

- If solidly lit and blinking states occur simultaneously, the blinking state is given priority.
- When auto power shut-off has occurred, the status indicators turn off.

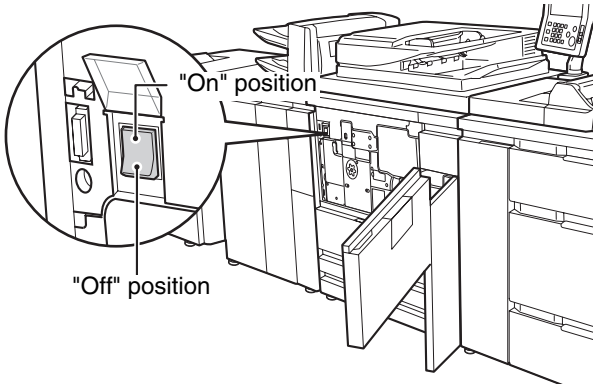
System Settings (Administrator): Status Indicator Settings
Use this to change the indicator settings of the green status indicator.

TURNING THE POWER ON AND OFF

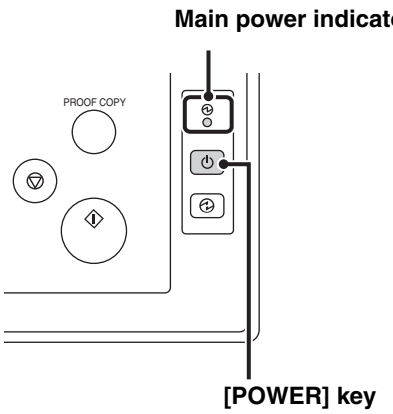
The machine has two power switches. The main power switch is at the lower left after the front cover is opened. The other power switch is the [POWER] key () on the operation panel at the top right.

Main power switch

When the main power switch is switched on, the main power indicator on the operation panel lights up.



[POWER] key



Turning on the power

(1) Switch the main power switch to the "on" position.

(2) Hold down the [POWER] key () until the touch panel turns on.

The machine power turns on.

Turning off the power

(1) Hold down the [POWER] key () until the touch panel turns off.

(2) Switch the main power switch to the "off" position.

- Before turning off the main power switch, make sure that a job is not in progress or being processed. Switching off the main power switch or removing the power cord from the outlet while a job is in progress or being processed may damage the hard drive and cause data to be lost.
- Switch off both the [POWER] key () and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

When using the fax or Internet fax function, always keep the main power switch in the "on" position.

Main power indicator

The main power indicator may light green or orange, depending on the machine's status.

What the main power indicator indicates	Machine Configuration
Green	The main power switch is turned on
Orange	The fax or Internet fax function can be used on the machine and the power has been turned off with the [POWER] key () with the main power switch still switched on.
Off	The main power switch is switched off

ENERGY SAVE FUNCTIONS

This product has the following two energy save functions that conform to the Energy Star guidelines to help conserve natural resources and reduce environmental pollution.

Preheat Mode (low power mode)

Preheat mode automatically lowers the temperature of the fusing unit and thereby reduces power consumption if the machine remains in the standby state for the interval of time set in "Preheat Mode Setting" in the system settings (administrator). This keeps the fusing unit at a lower temperature and reduces power consumption while the machine is on standby.
The machine automatically wakes up and returns to normal operation when a print job is received, a key is pressed on the operation panel, or an original is placed.

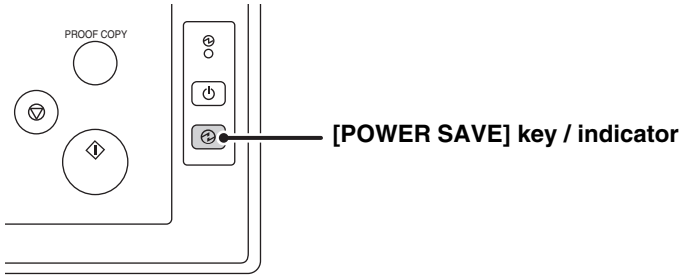
Auto power shut-off mode (Sleep mode)

Auto power shut-off mode automatically shuts off power to the display and the fusing unit if the machine remains in the standby state for the interval of time set in "Auto Power Shut-Off Timer" in the system settings (administrator). This mode provides the lowest level of power consumption. Considerably more power is saved than in preheat mode, however, the wakeup time is longer. This mode can be disabled in the system settings (administrator).
The machine automatically wakes up and resumes normal operation when a print job is received or when the blinking [POWER SAVE] key () is pressed.

[POWER SAVE] KEY

Press the [POWER SAVE] key () to put the machine in auto power shut-off mode or wake it up from auto power shut-off mode.
The [POWER SAVE] key () has an indicator that indicates whether or not the machine is in auto power shut-off mode.

When the [POWER SAVE] key () indicator is off in the standby state	The machine is ready to be used. If the [POWER SAVE] key () is pressed when the indicator is off, the indicator will blink and the machine will enter auto power shut-off mode after a brief interval.
When the [POWER SAVE] key () indicator is blinking	The machine is in auto power shut-off mode. If the [POWER SAVE] key () is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval.



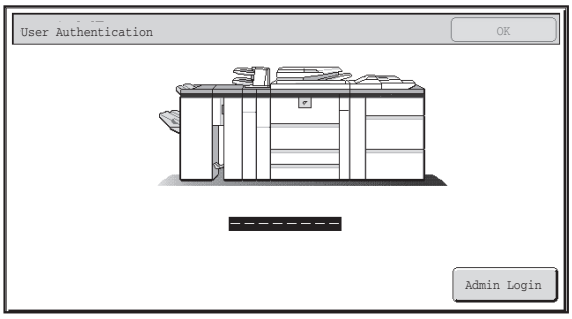
USER AUTHENTICATION

User authentication restricts the use of the machine to users that have been registered. The functions that each user is allowed to use can be specified, allowing the machine to be customized to meet the needs of your workplace.
When the administrator of the machine has enabled user authentication, each user must log in to use the machine. The are different types of user authentication, and each type has a different login method.
For more information, see the explanations of the login methods.

- AUTHENTICATION BY USER NUMBER (see below)
- AUTHENTICATION BY LOGIN NAME / PASSWORD (page 22)

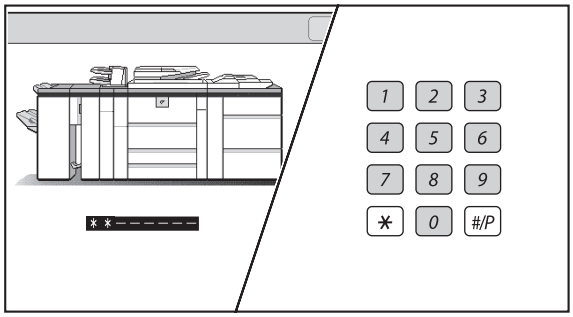
AUTHENTICATION BY USER NUMBER

The following procedure is used to log in using a user number received from the administrator of the machine.



When controlled by user number

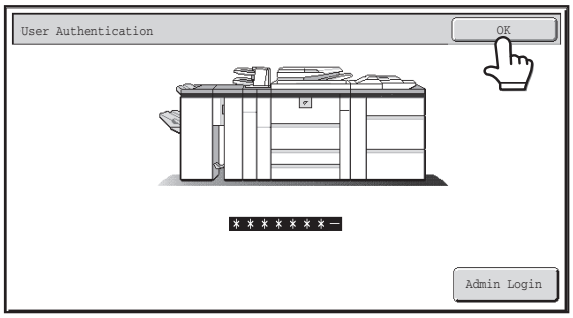
1



Enter your user number (5 to 8 digits) with the numeric keys.

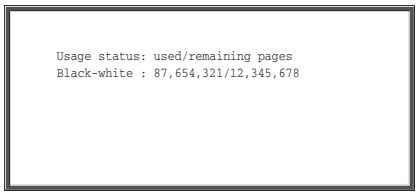
Each entered digit will be displayed as "*".

2



Touch the [OK] key.

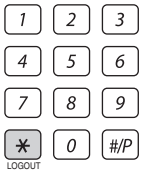
After the entered user number is authenticated, the user count screen will appear briefly.



When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).

When the user number is an 8-digit number, this step is not necessary. (Login takes place automatically after the user number is entered.)

3



When you have finished using the machine and are ready to log out, press the [LOGOUT] key ([*]).

- However, note that the [LOGOUT] key ([*]) cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry.
- If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key ([*]) is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out.

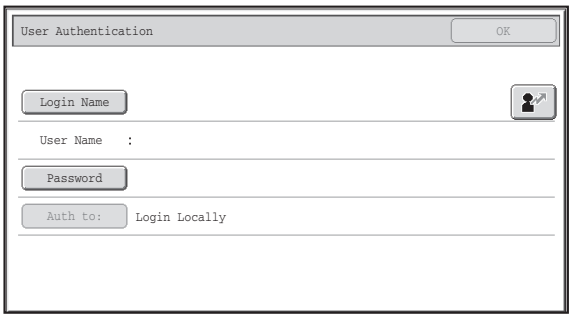
If an incorrect user number is entered 3 times in a row...

If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect user number is entered 3 times in a row.
Verify the user number that you should use with the administrator of the machine.

The administrator can clear the locked state.
This is done from [User Control] and then [Other Settings] in the Web page menu.

AUTHENTICATION BY LOGIN NAME / PASSWORD

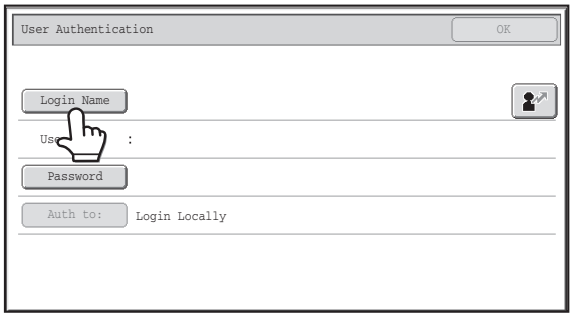
The following procedure is used to log in using a login name and password received from the administrator of the machine or the administrator of the LDAP server.



When controlled by login name and password

(Different items will appear in the screen when LDAP authentication is used.)

1



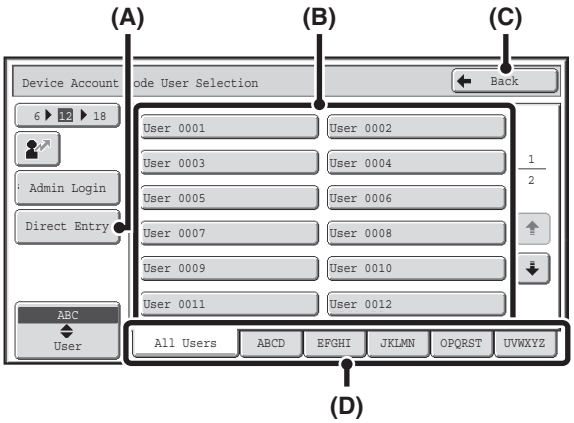
Touch the [Login Name] key or the key.

If the [Login Name] key is touched, a screen for selecting the user name appears. Go to the next step.

If the key is touched, an area for entering a "Registration No." appears [---].

Use the numeric keys to enter your registration number that has been stored in "User List" in the system settings (administrator). After entering the registration number, go to step 3.

2



Select the user name.

(A) [Direct Entry] key

Use this key if you have not been stored in "User List" in the system settings (administrator) and are only using LDAP authentication.

A text entry screen will appear. Enter your login name.

To enter text, see "7. ENTERING TEXT" (page 94).

(B) User selection keys

Touch your user name that has been stored in "User List" in the system settings (administrator).

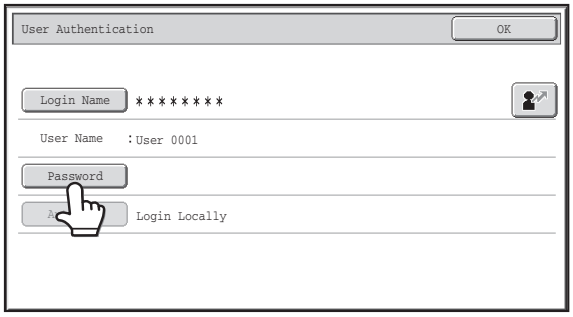
(C) [Back] key

Touch this key to return to the login screen.

(D) Index tabs

All users appear on the [All Users] tab. Users are grouped on the other tabs according to the search characters entered when each user was stored.

LDAP authentication can be used when the administrator of the server provides LDAP service on the LAN (local area network).



Touch the [Password] key.

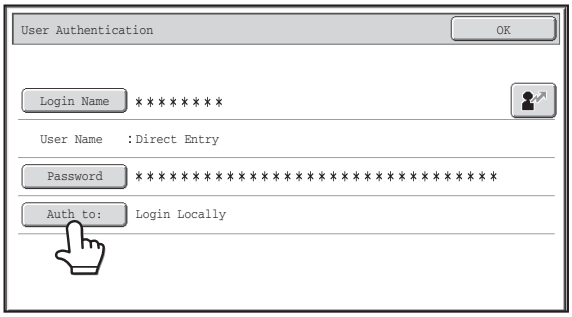
A text entry screen for entering the password will appear. Enter your password that is stored in "User List" in the system settings (administrator).

If you are logging in to an LDAP server, enter the password that is stored with your LDAP server login name.
Each entered character will be displayed as "∗". When you have finished entering the password, touch the [OK] key.
When authentication is by LDAP server and you have different passwords stored in "User List" in the system settings (administrator) and in the LDAP server, use the password stored in the LDAP server.

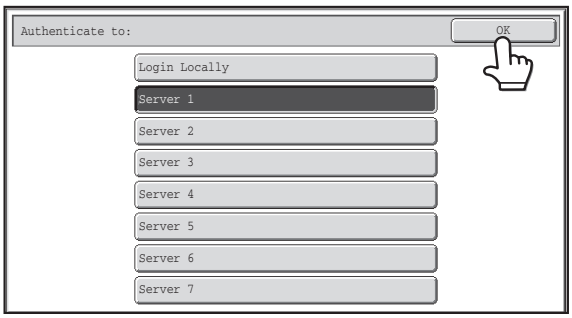
- When an LDAP server has been stored, [Auth to:] can be changed.

- **If you are logging in using a user selection key...**
 The LDAP server was stored when your user information was stored, and thus the LDAP server will appear as the authentication server when you select your login name. Go to step 4.

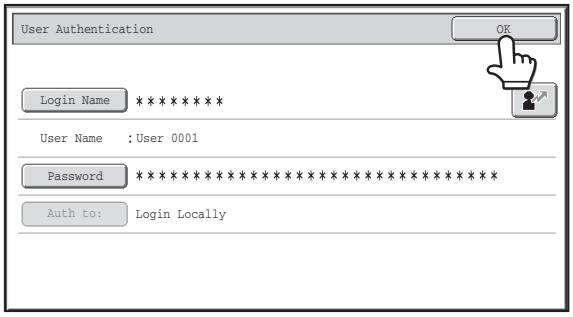
- **When logging in using the [Direct Entry] key...**
 Touch the [Auth to:] key.



Select the LDAP server and touch the [OK] key.



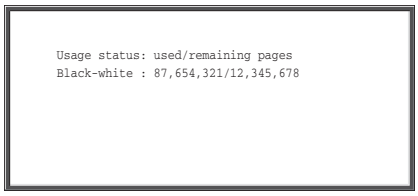
4



(Different items will appear in the screen when LDAP authentication is used.)

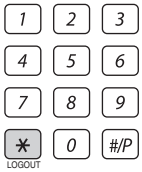
Touch the [OK] key.

After the entered login name and password are authenticated, the user count screen will appear briefly.



When page limits have been set in "Pages Limit Group List" in the system settings (administrator), the number of pages remaining will appear. (The remaining number of pages that the user can use in each mode (copy, scan, etc.) appears.) The amount of time that this screen appears can be changed using "Message Time Setting" in the system settings (administrator).

5



When you have finished using the machine and are ready to log out, press the [LOGOUT] key (*).

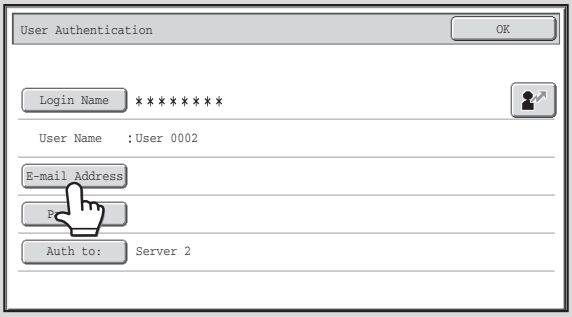
- However, note that the [LOGOUT] key (*) cannot be used to log out when a fax number is being entered in fax mode, as the key is used for fax number entry.
- If a preset duration of time elapses after the machine is last used, the Auto Clear function will activate. When Auto Clear activates, logout takes place automatically. However, when PC Scan mode is used, logout does not take place when the [LOGOUT] key (*) is pressed and Auto Clear does not operate. Change to a different mode on the machine and then log out.

If an incorrect login name or password is entered 3 times in a row...

If "A Warning when Login Fails" is enabled in the system settings (administrator), the machine will lock for 5 minutes if an incorrect login name or password is entered 3 times in a row.
Verify the login name and password that you should use with the administrator of the machine.

- The administrator can clear the locked state.
 This is done from [User Control] and then [Other Settings] in the Web page menu.

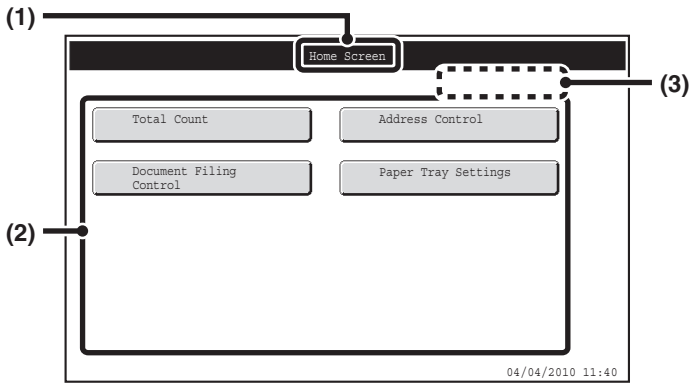
- When LDAP authentication is used, the [E-mail Address] key may appear, depending on the authentication method. If the [E-mail Address] key appears in step 3, touch the key.
 A text entry screen will appear. Enter your e-mail address. To enter text, see "7. ENTERING TEXT" (page 94).



System Settings (Administrator): User Registration
This is used to store names of users of the machine. Detailed information such as the login name, user number, and password are also stored. Ask the administrator of the machine for the information that you need to use the machine.

HOME SCREEN

When the [HOME] key is pressed on the operation panel, the home screen appears in the touch panel.
Shortcuts to functions can be registered as keys in the home screen. When a shortcut key is touched, the screen for that function appears. Register frequently used functions in the home screen to quickly and conveniently access those functions. When user authentication is used, the home screen of "Favorite Operation Group" can be displayed.
Register keys that you wish to show in the home screen in the Web pages.



(1) Title

This shows the title of the home screen.

(2) Shortcut key

A registered function appears as a shortcut key.
The key can be touched to select the registered function.

(3) User name

This shows the name of the logged in user.
The user name appears when user authentication is enabled on the machine.

- **System Settings (Administrator): Home Screen Settings**
 Registration is performed in [System Settings] - [Operation Settings] - [Home Screen Settings] in the Web page menu.
- **System Settings (Administrator): Home Screen List**
 Registration is performed in "Home Screen List" in [User Control] in the Web page menu.

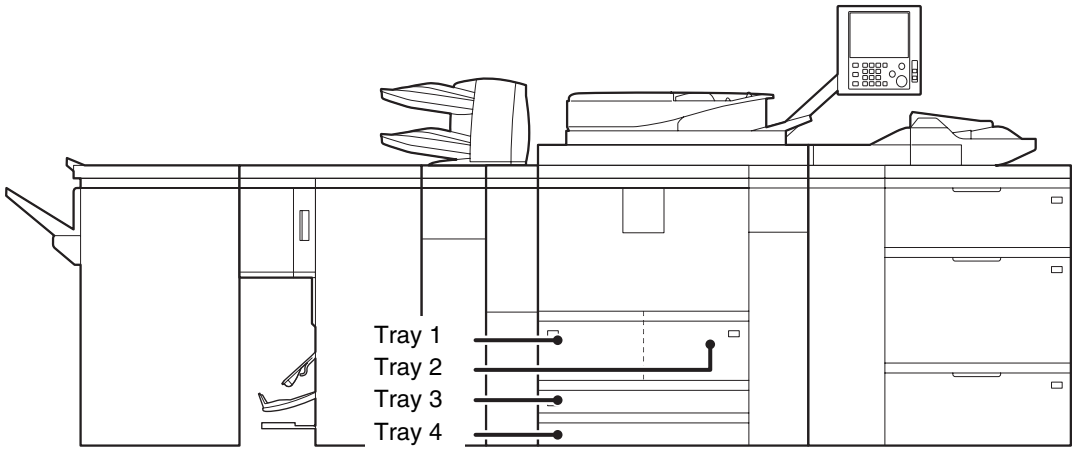
2 LOADING PAPER

IMPORTANT POINTS ABOUT PAPER

This section provides information that you should know before loading paper in the paper trays.
Be sure to read this section before loading paper.

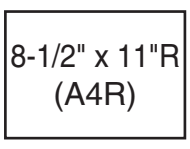
NAMES AND LOCATIONS OF TRAYS

The trays are identified by the names indicated below. For the names of the peripheral device trays, see "TRAY LOCATIONS AND NAMES" (page 35). For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings. For information on the peripheral device trays, see "TRAY LOCATIONS AND NAMES" (page 35).

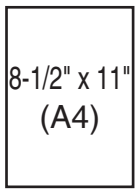


THE MEANING OF "R" IN PAPER SIZES

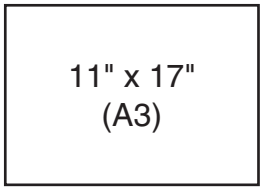
Some original and paper sizes can be placed in either the vertical or the horizontal orientation. To differentiate between vertical and horizontal orientations, paper sizes in the horizontal orientation will be followed by an "R" (for example, 8-1/2" x 11"R, A4R).
Sizes that can be placed only in the horizontal orientation (12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", A3W, A3, B4) do not include the "R" in their size indication.



Horizontal orientation
"R" is appended.



Vertical orientation
"R" is not appended.



Can be placed only in the horizontal orientation
"R" is not appended.

USEABLE PAPER

Various types of paper are sold. This section explains what plain paper and what special media can be used with the machine. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings. For information on the peripheral device trays, see "TRAY LOCATIONS AND NAMES" (page 35).

Plain paper, special media

Plain paper that can be used

- SHARP standard plain paper (21 lbs. (64 g/m^2)). For paper specifications, see the specifications in the Safety Guide.
- Plain paper other than SHARP standard paper (16 lbs. to 28 lbs. (60 g/m^2 to 105 g/m^2))

 Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.

Types of paper that can be used in each tray

The following types of paper can be loaded in each tray. "○" indicates paper that can be used. "X" indicates paper that cannot be used.

	Tray 1/Tray 2	Tray 3	Tray 4
Plain paper	○	○	○
Pre-printed	○	○	○
Letter head	○	○	○
Heavy paper 1*	X	○	○
Heavy paper 2*	X	○	○
Heavy paper 3*	X	○	○
Heavy paper 4*	X	X	X
Labels	X	X	○
Glossy paper	X	X	X
Transparency film	X	X	○
Tab paper	X	X	○
Thin paper	X	X	X

* "Heavy Paper 1" is paper up to 32 lbs. (128 g/m^2), "Heavy Paper 2" is paper up to -65 lbs.cover (176 g/m^2), "Heavy Paper 3" is paper up to 110 lbs.index (205 g/m^2), and "Heavy Paper 4" is paper up to -100 lbs.cover (300 g/m^2).

Print side face down

Load the paper with the print side face down.

Paper that cannot be used

- Special media for inkjet printers (fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 13 lbs. (52 g/m^2)
- Paper heavier than 301 g/m^2.
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper with a wave-like pattern due to moisture absorption

Non-recommended paper

- Iron-on transfer paper
- Japanese paper
- Reverse side of paper already printed on by another printer or copier.
- Perforated paper

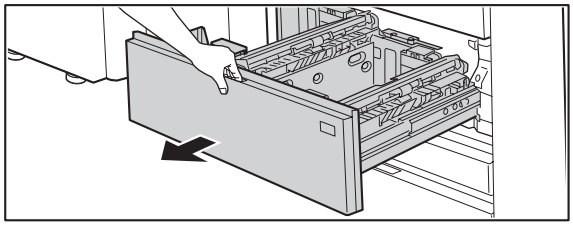
- Various types of plain paper and special media are sold. Some types cannot be used with the machine. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of SHARP standard paper. Contact your dealer or nearest SHARP Service Department for advice on using these types of paper.
- The use of non-recommended or prohibited paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check if printing can be performed properly.

TRAY SETTINGS FOR TRAY 1 AND TRAY 2

LOADING PAPER

Up to 1200 sheets of 8-1/2" x 11" or A4 size paper can be loaded in tray 1. Up to 800 sheets of 8-1/2" x 11" or A4 size paper can be loaded in tray 2.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

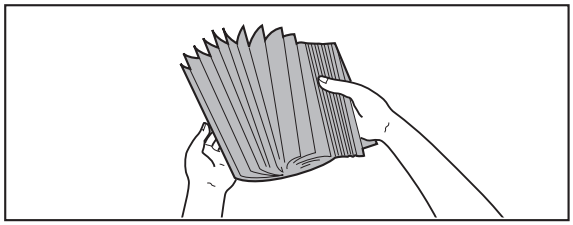
1



Pull out tray 1 - tray 2.

Gently pull the tray out until it stops.

2

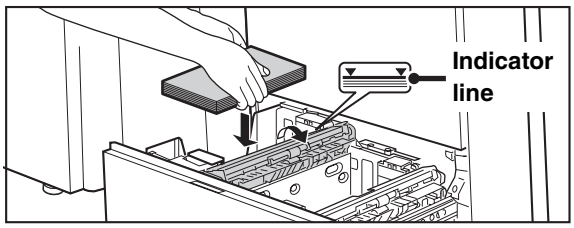


Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

3

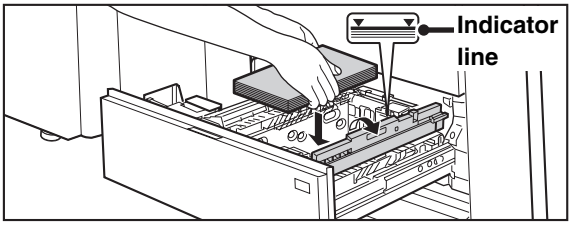
● **Tray 1**



Load paper in the left and right trays.

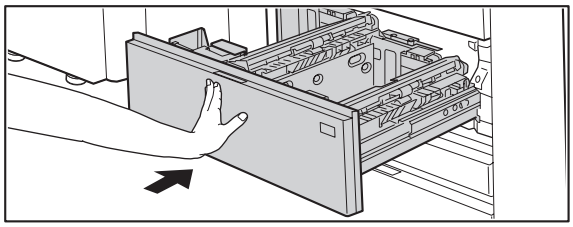
Raise the paper guide and load the paper with the print side face down. The stack must not be higher than the indicator line (maximum of 1200 sheets).

● **Tray 2**



Raise the paper guide and load the paper with the print side face down. The stack must not be higher than the indicator line (maximum of 800 sheets).
Be sure to return the paper guide to its original position after loading the paper.

4



Gently push tray 1- tray 2 into the machine.

Push the tray firmly all the way into the machine.

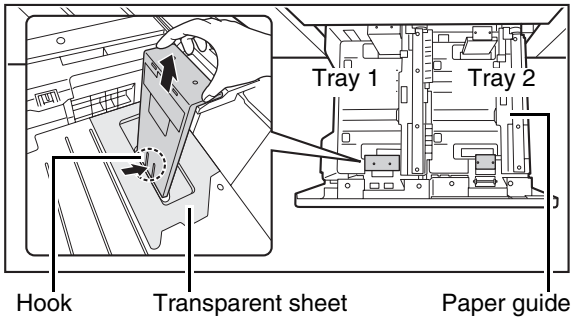
If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Do not place heavy objects on the tray or press down on the tray.

CHANGING THE PAPER SIZE

To change the paper size of tray 1 - tray 2, follow the steps below.
This section only explains how to change the paper size. For the procedures for opening/closing the tray and loading paper, see "LOADING PAPER" (page 29).

1

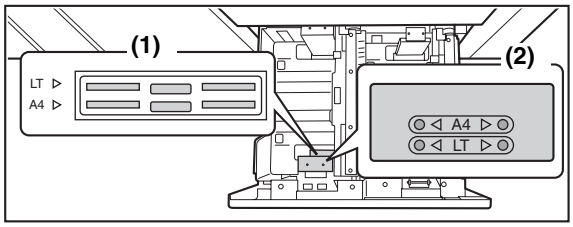


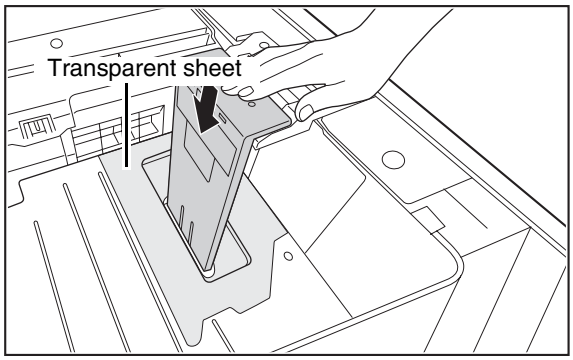
Remove the paper size guide.

With the base of the tray pressed all the way down, hold down the hook at the bottom on the paper size guide and pull the paper size guide up slightly.

Before changing the paper size of tray 2, raise the paper guide.

2





Attach the paper size guide and transparent sheet appropriately for the size of paper to be used.

(1) Align the bottom of the paper size guide with the appropriate slot on the base of the tray.

Align the paper size guide with the slot for the paper size to be used (indicated by the paper size mark).

(2) Align the holes at the top of the paper size guide with the protrusions that secure the paper size guide.

Align with the holes for the paper size to be used (indicated by the paper size mark).

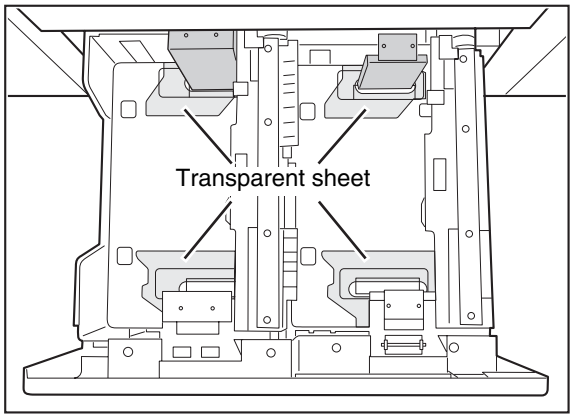
(3) Push in the paper guide so that it locks into place.

Push the paper size guide in until the hook at the bottom locks into place. (You will hear a "click" when the hook locks.) Move the paper size guide slightly to verify that it has locked into place.

When attaching the paper size guide, make sure that the top and bottom of the guide are aligned to the same paper size. If the top and bottom of the paper size guide are not aligned to the same paper size, skewed feeding and misfeeds will result.

- When attaching the paper size guide, place the transparent sheet in direct contact with the base of the tray in the correct orientation as shown.
- The slot or hole with the "LT" mark is for 8-1/2" x 11" size.

3



Repeat steps 1 and 2 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far paper guide to the same size as the near paper guide.
When removing and attaching the far paper size guide, take care not to hit the front cover of the machine.

Adjusting only one paper guide may result in skewed feeding or misfeeds.

4

Set the paper size and paper type.

Be sure to change the paper size and paper type settings as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.
If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

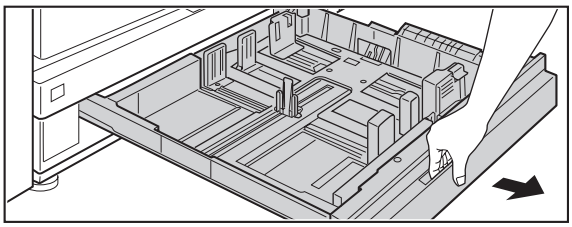
Do not place heavy objects on the tray or press down on the tray.

TRAY SETTINGS FOR TRAY 3 AND TRAY 4

LOADING PAPER AND CHANGING THE PAPER SIZE

Up to 500 sheets of 7-1/4" x 10-1/2"R to 12" x 18" size paper (B5R to A3W size paper) can be loaded in tray 3. Up to 500 sheets of 5-1/2"x 8-1/2"R to 12"x 18" size paper (A5R to A3 size paper) can be loaded in tray 4.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

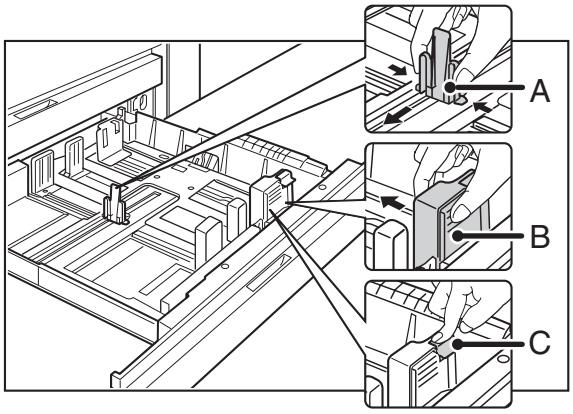
1



Pull out the paper tray.

Gently pull the tray out until it stops.
If you are simply adding paper, go to step 3. To load a different size of paper, go to the next step.

2



Adjust the guide plates A and B by squeezing their lock levers and sliding them to match the vertical and horizontal dimensions of the paper to be loaded.

(1) Squeeze the lock knob on guide plate A and slide to the desired paper size.

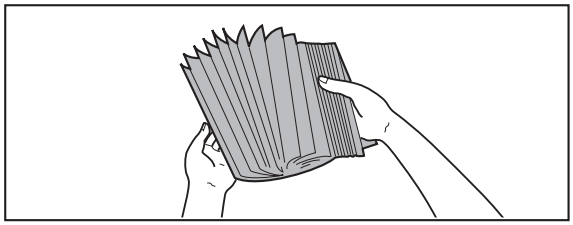
(2) Squeeze the lock knob on guide plate B and slide to the desired paper size.

If slid to a standard paper size, guide plate B will lock automatically.

(3) For a non-standard paper size, after sliding guide plate B to the desired size, press the lock button (C).

A non-standard size of paper can only be loaded in tray 4. A non-standard size of paper cannot be loaded in tray 3.

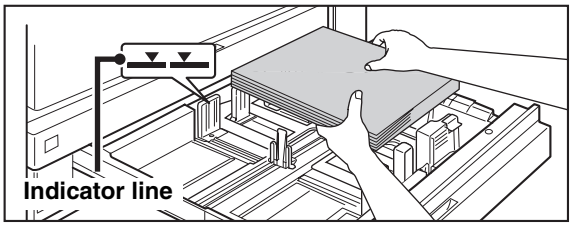
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

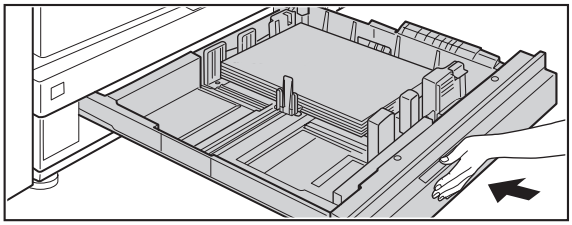
4



Insert the paper into the tray.

Load the paper with the print side face down. The stack must not be higher than the indicator line (maximum of 500 sheets).

5



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

- If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.
- If you loaded 8K, 16K, or 16KR size paper or a non-standard size of paper in tray 4, be sure to set the paper size as explained in "PAPER TRAY SETTINGS" (page 77). If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

Loading tab paper and transparency film in tray 4

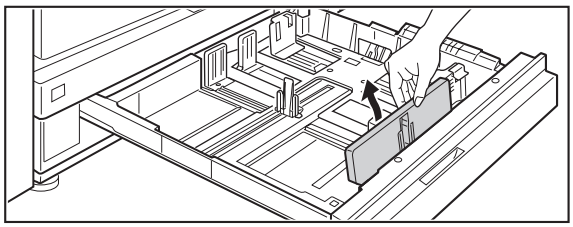
In addition to plain paper, tab paper, transparency film, and other special media can be loaded in tray 4.
To load tab paper or transparency film in tray 4, follow the steps below.

Loading tab paper

To use tab paper, the special guide must be attached as explained below.

Some models do not have the special tab paper guide, and thus tab paper cannot be loaded in tray 4 on these models.

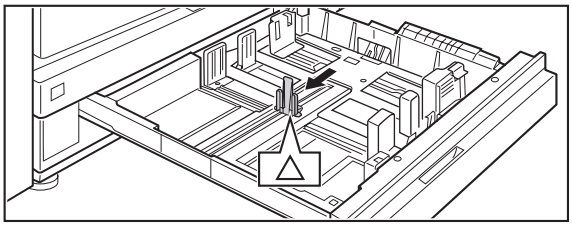
1

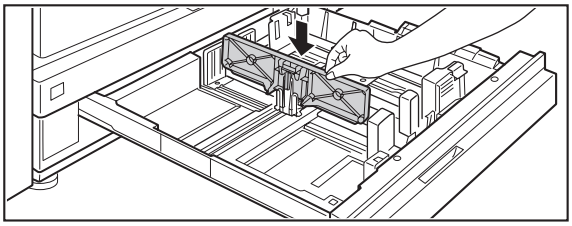


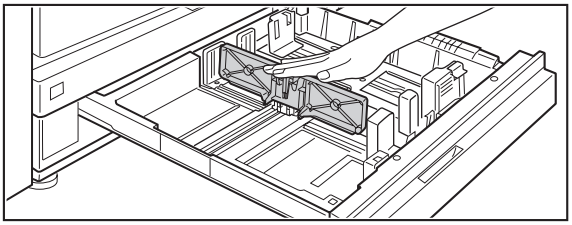
Take out the tab paper guide.

The guide is stored inside tray 4 as shown. When finished using tab paper, be sure to replace the guide.

2



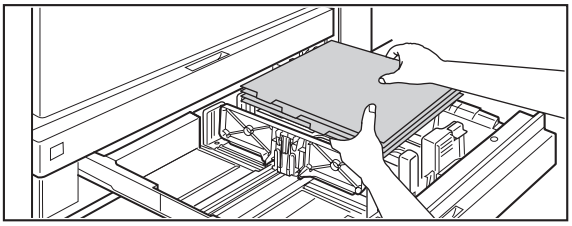




Pull out the tray and attach the guide.

Move the guide plate to the triangle mark. Next, attach the guide over the guide plate as shown.
After attaching the guide, see step 2 of "LOADING PAPER AND CHANGING THE PAPER SIZE" (page 32) to attach the vertical guide.

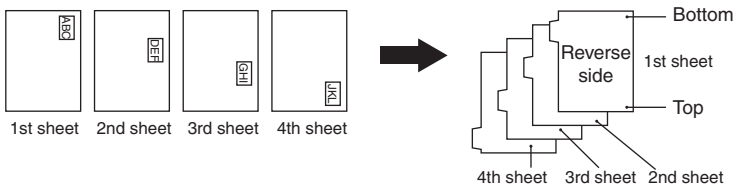
3



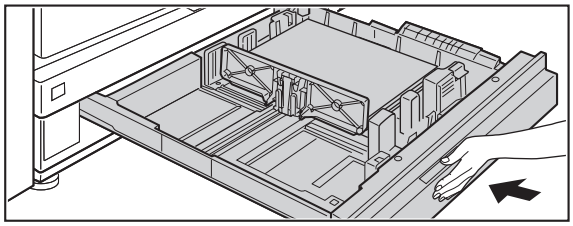
Insert the tab paper into the tray.

Place the tab paper with the print side face down so that the tab is to the left.

[Example]
Make sure that the positions of the tabs correspond with the originals as shown below.



4



Gently push the tray in and set the paper type to tab paper.

Change the paper type setting to tab paper as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Loading transparency film

When loading transparency film, load the film face down in the vertical orientation with the rounded corner at the top left.

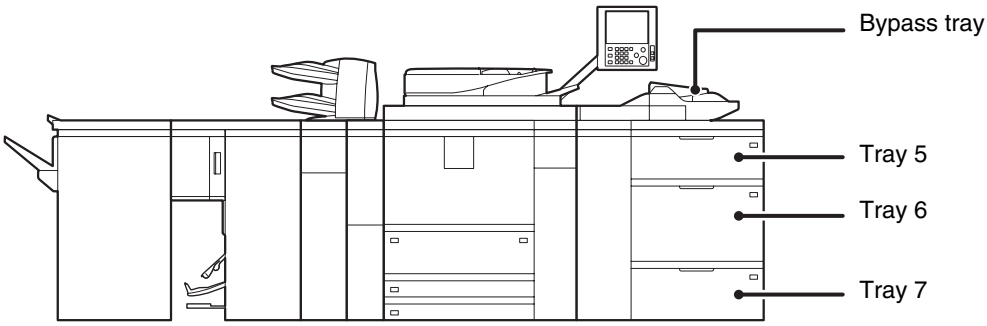
PERIPHERAL DEVICE TRAYS

This section explains the large capacity trays and the large capacity tray.

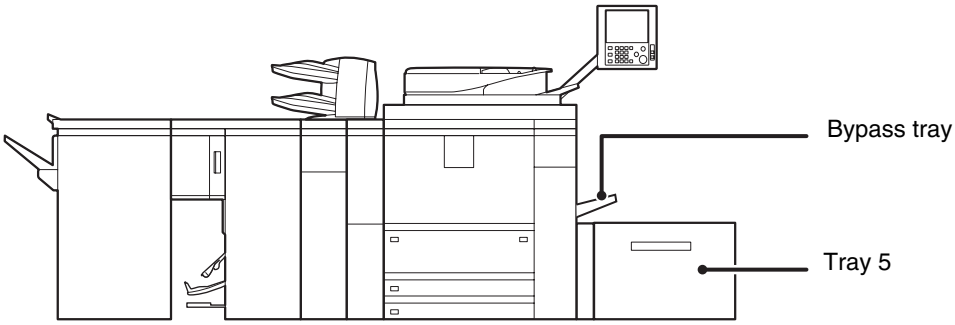
TRAY LOCATIONS AND NAMES

The trays are identified by the names indicated below. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77).

When the large capacity trays and multi bypass tray are installed



When the large capacity tray and multi bypass tray are installed



PAPER THAT CAN BE USED IN THE PERIPHERAL DEVICE TRAYS

This section explains what paper can be used in the peripheral devices. For detailed information on the sizes and types of paper that can be loaded in each tray of the machine, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Plain paper, special media

The same paper can be loaded in the peripheral device trays as in the machine trays. For detailed information, see "USEABLE PAPER" (page 27).

Types of paper that can be used in the peripheral device trays

The following types of paper can be loaded in each tray. "○" indicates paper that can be used. "X" indicates paper that cannot be used.

Tray	Large capacity trays (MX-LCX4)			Large capacity trays (MX-LCX5)		Large capacity tray (MX-LCX6)	Large capacity tray (MX-LCX3)	Bypass tray (MX-MFX1)	Bypass tray (MX-MFX2)
Names	Tray 5	Tray 6	Tray 7	Tray 5 Tray 7	Tray 6	Tray 5	Tray 5		
Plain paper	○	○	○	○	○	○	○	○	○
Pre-printed	○	○	○	○	○	○	○	○	○
Letter head	○	○	○	○	○	○	○	○	○
Heavy paper 1*1	○	○	○	○	○	○	○	○	○
Heavy paper 2*1	○	○	○	○	○	○	○	○	○
Heavy paper 3*1	○	○	X	○	○	○	○	○	○
Heavy paper 4*1	X	X	X	X	○	X	X	○	X
Labels	X	○	X	X	○	X	X	○	X
Glossy paper*2	○	○	○	○	○	○	○	○	○
Transparency film	○	○	○	○	○	X	X	○	○
Tab paper	○	○	X	○	○	X	X	○	○
Thin paper*3	○	○	○	○	○	X	X	○	○

*1 "Heavy Paper 1" is paper up to 32 lbs. (128 g/m^2), "Heavy Paper 2" is paper up to -65 lbs.cover (176 g/m^2), "Heavy Paper 3" is paper up to 110 lbs.index (205 g/m^2), and "Heavy Paper 4" is paper up to -100 lbs.cover (300 g/m^2).

*2 When using glossy paper, set the paper type to heavy paper. This will bring out the glossy quality of the paper.

*3 Thin paper from 14 lbs. to 15 lbs. (52 g/m^2 to 59 g/m^2) can be used.

Print side face up

Paper loaded in peripheral device trays should be loaded with the print side face up.

Prohibited paper and non-recommended paper

The same paper that is prohibited or not recommended for the machine trays is also prohibited or not recommended for the peripheral device trays. For detailed information, see "Paper that cannot be used" (page 28) and "Non-recommended paper" (page 28).

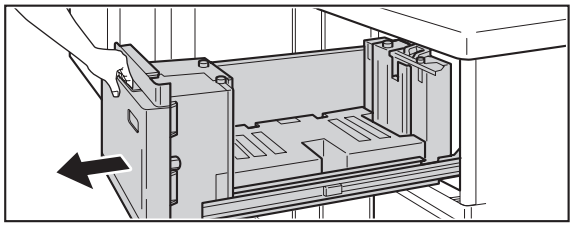
TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX4)

Loading paper and changing the paper size

Up to 1000 sheets of 5-1/2" x 8-1/2"R, 8-1/2" x 11", or 9" x 12" size paper (A4R, B5, A4, or A4W size paper) can be loaded in tray 5 and tray 6. Up to 2550 sheets of the same sizes of paper as tray 5 and tray 6 can be loaded in tray 7. For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

This section explains the procedures for adding paper to tray 5, tray 6, and tray 7, and for changing the paper size of tray 5 and tray 6. If you need to change the paper size of tray 7, consult your dealer or nearest SHARP service department. (In this case, a service technician must change the paper size setting.)

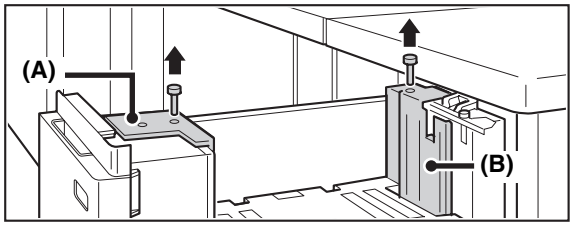
1



Pull out the paper tray.

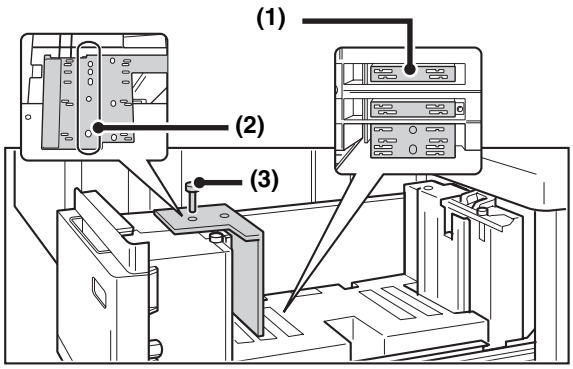
Gently pull the tray out until it stops. If you are simply adding paper, go to step 8.

2



Remove the screws that secure paper guides A and B, and remove the guides.

3



Adjust the paper guide (A) to the paper size.

(1) Align the bottom of the paper guide (A) with the appropriate slot on the base of the tray.

Align the paper size guide with the slot for the paper size to be used (indicated by the paper size mark).

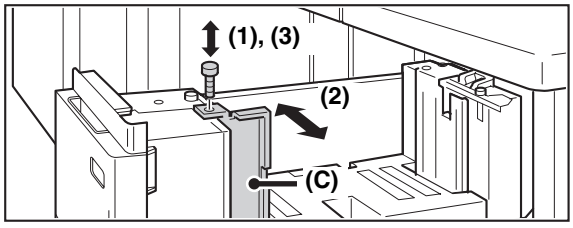
(2) Align the hole in the paper size indicator at the top of paper guide A with the screw hole.

(3) Tighten the screw to secure paper guide A.

4

Repeat step 2 to change paper guide B.

5



Adjust the paper guide (C) to the paper size.

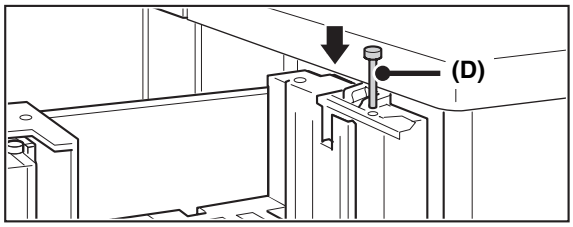
When the paper size is changed to 8-1/2" x 11" (A4), the guide must be adjusted to match the size. When the size is changed to B5, there is no need to adjust the guide.

(1) Remove the screw that secures paper guide C, and remove the guide.

(2) Attach paper guide C at the desired paper size.

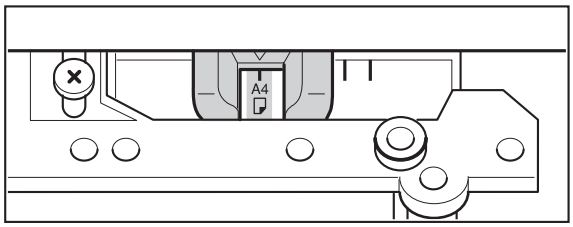
(3) Tighten the screw to secure paper guide C.

6



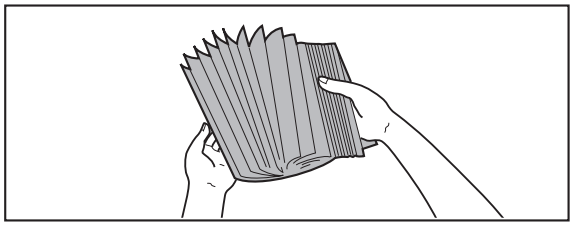
Re-insert paper guide D at the desired paper size.

7



Adjust the paper size selector knob to the new paper size.

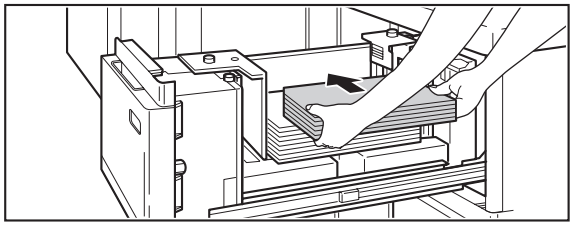
8



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

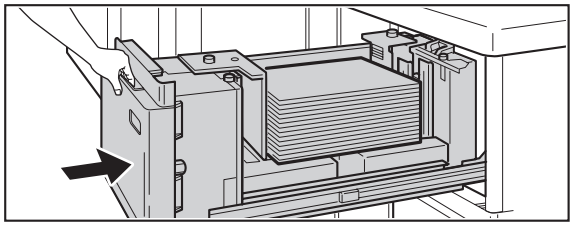
9



Insert the paper into the tray.

Load paper face up. The stack must not exceed the indicator line (up to 1000 sheets in tray 5 or tray 6, or up to 2550 sheets in tray 7).

10



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings. If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

Loading tab paper and transparency film

In addition to plain paper, tab paper, transparency film, and other special media can be loaded in tray 5 and tray 6. To load tab paper or transparency film in tray 5 and tray 6 follow the steps below.

Loading tab paper

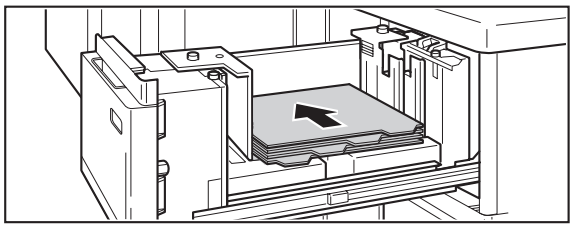
To use tab paper, the special guide must be attached as explained below.

1

Take out the tab paper guide.

The guide is stored under the cover of the large capacity trays. When finished using tab paper, be sure to replace the guide.

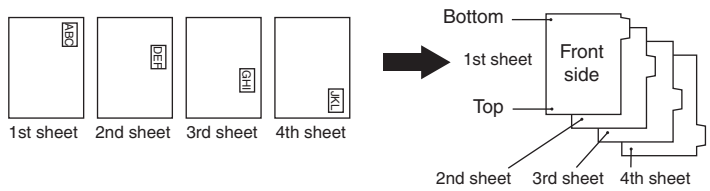
2



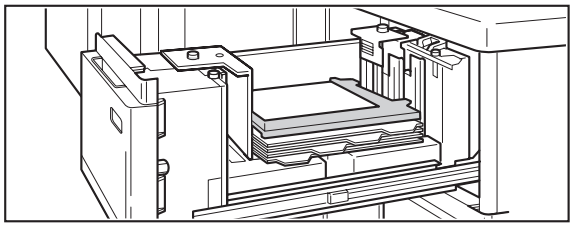
Adjust the paper guide to the tab paper position and load tab paper.

To adjust the paper guide, see Loading paper and changing the paper size (page 37).
Place the tab paper with the print side face up and the tabs to the right.

[Example]
Make sure that the positions of the tabs correspond with the originals as shown below.

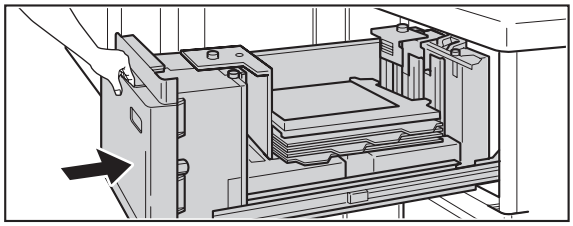


3



Attach the special guide as shown.

4



Gently push the tray in and set the paper type to tab paper.

Change the paper type setting to tab paper as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Loading transparency film

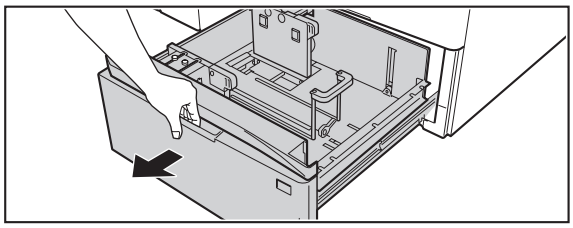
When loading transparency film, load the film face up in the vertical orientation with the rounded corner at the top right.

TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX5)

Loading paper and changing the paper size

Up to 1000 sheets of 5-1/2" x 8-1/2"R to 12" x 18" size paper (A5R to A3W size paper) can be loaded in tray 5 and tray 7. Up to 2000 sheets of 5-1/2" x 8-1/2"R to 12" x 18" size paper (A5R to A3W size paper) can be loaded in tray 6.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.
This section explains the procedures for adding paper to tray 5, tray 6, and tray 7, and for changing the paper size.

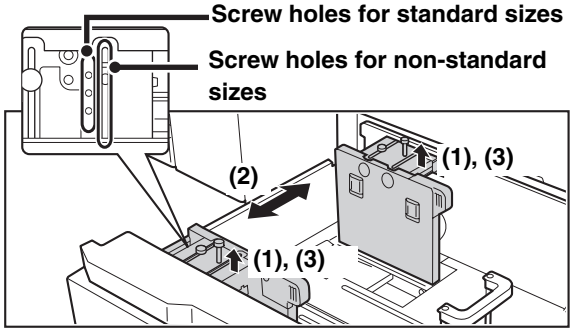
1



Pull out the paper tray.

Gently pull the tray out until it stops.
If you are simply adding paper, go to step 4. To load a different size of paper, go to the next step.

2



Adjust the vertical paper guide to the desired paper size.

(1) Remove the screw on the right side, and loosen the screw on the left side.

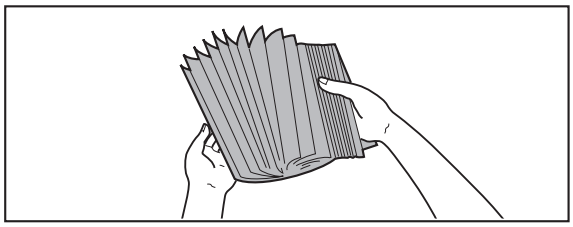
(2) Adjust the paper guide to the paper size that will be used.

For a standard size, align the screw hole with the hole indicating the paper size.

(3) Tighten the screw on the right side and then tighten the screw on the left side.

For a standard paper size, insert the screw into the aligned holes and tighten the screw.
For a non-standard paper size, insert the screw into the screw hole in the slot on the right side and tighten the screw.

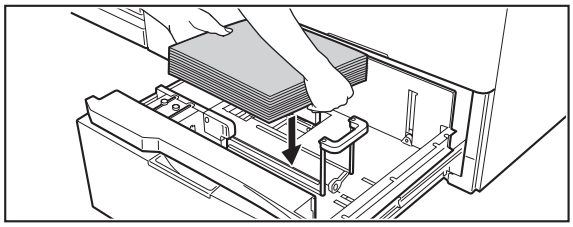
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

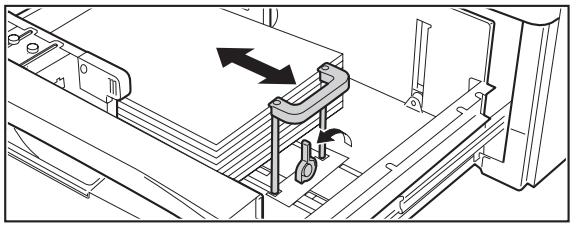
4

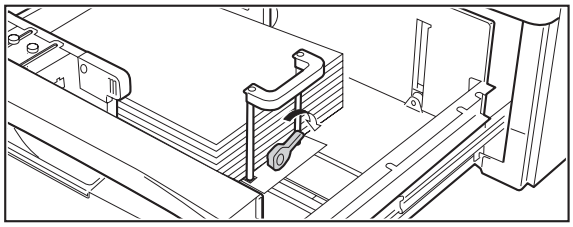


Insert the paper into the tray.

Load paper face up. The stack must not exceed the indicator line (up to 1000 sheets in tray 5 or tray 7, or up to 2000 sheets in tray 6).

5



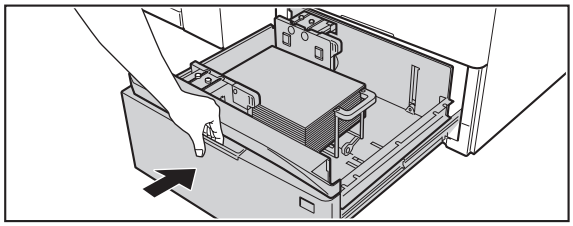


Adjust the right paper guide to the paper size.

(1) Release the lock lever on the paper guide and adjust the paper guide to the desired paper size.

(2) Push the lock lever on the paper guide down so it is horizontal to secure the paper guide.

6



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

- If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings. If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.
- If you loaded 8K, 16K, or 16KR size paper or a non-standard size of paper, be sure to set the paper size as explained in "PAPER TRAY SETTINGS" (page 77). If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

Do not place heavy objects on the tray or press down on the tray.

Loading tab paper and transparency film

In addition to plain paper, tab paper and transparency film can also be loaded in the large capacity trays (MX-LCX5). This section explains the procedures for loading tab paper and transparency film, and points to note.

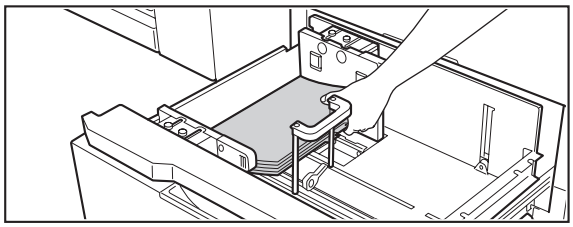
Loading tab paper

To use tab paper, the special guide must be attached as explained below.

1 Take out the tab paper guide.

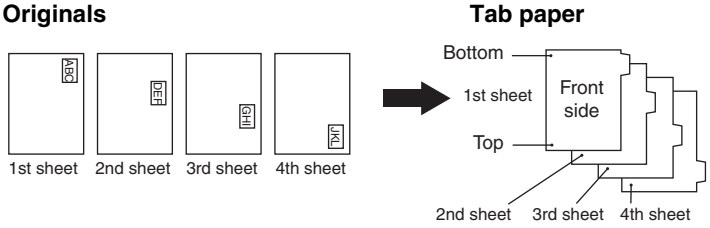
The guide is stored inside the large capacity trays (MX-LCX5). Open the cover and take out the guide. When finished using tab paper, be sure to replace the guide.

2 Adjust the paper guide to the tab paper size and load tab paper.

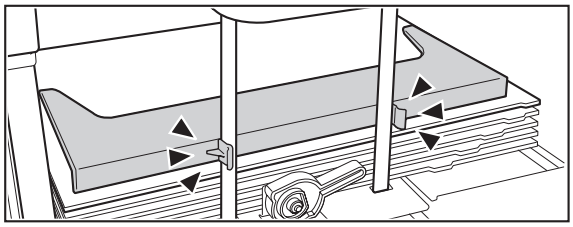


To adjust the paper guide, see Loading paper and changing the paper size (page 40).
Place the tab paper with the print side face up so that the tab is to the right.

[Example]
Make sure that the positions of the tabs correspond with the originals as shown below.



3 Attach the guide to the tray.



Attach the guide over the paper.

4 Gently push the tray in and set the paper type to tab paper.

Change the paper type setting to tab paper as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Loading transparency film

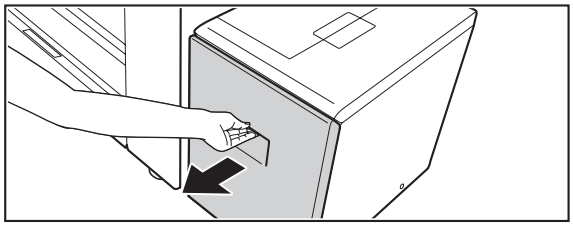
When loading transparency film, load the film in the vertical orientation with the rounded corner at the top right.

TRAY SETTINGS FOR THE LARGE CAPACITY TRAY (MX-LCX6)

Loading paper

Up to 3500 sheets of 8-1/2" x 11" or A4 size paper can be loaded in the large capacity tray (MX-LCX6).
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.
The paper size of the large capacity tray (MX-LCX6) can only be changed by a service technician. If you need to change the paper size, consult your dealer or nearest SHARP Service Department.

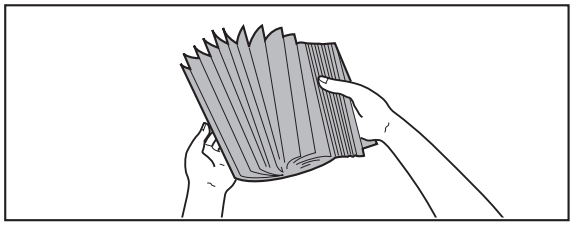
1



Pull out the paper tray.

Gently pull the tray out until it stops.

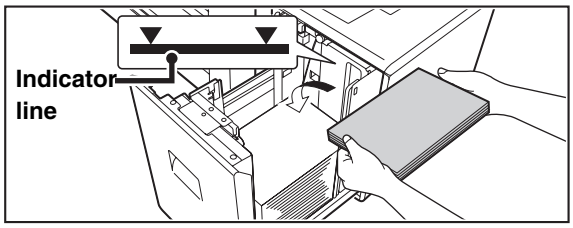
2



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

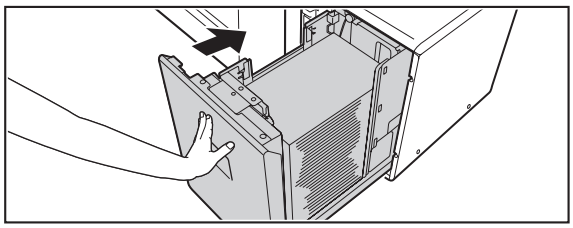
3



Place the paper in the center of the paper table.

Load the paper with the print side face up. The stack must not be higher than the indicator line (maximum of 3500 sheets).

4



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine.

If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

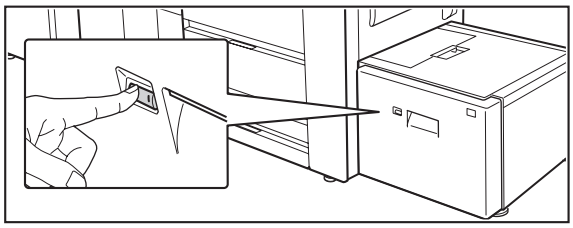
Do not place heavy objects on the tray or press down on the tray.

TRAY SETTINGS FOR THE LARGE CAPACITY TRAY (MX-LCX3N)

Loading paper

Up to 3000 sheets of 8-1/2" x 11" to 12" x 18" (B5 to A3W) size paper can be loaded in the large capacity tray (MX-LCX3N).
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

1

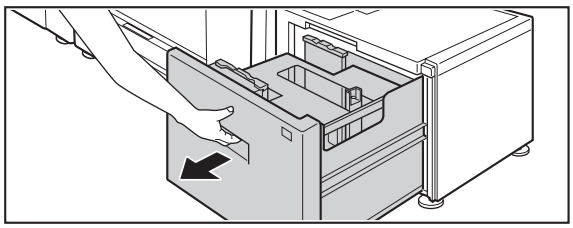


Press the operation button.

The operation button indicator will blink and the tray's paper table will descend to the paper loading position. Wait until the operation button indicator turns off.

Do not remove the tray before the indicator turns off. Attempting to pull the tray out when the indicator is blinking or solidly lit may damage the tray.

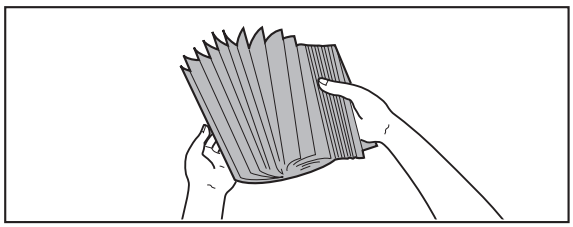
2



Pull out the paper tray.

Gently pull the tray out until it stops.

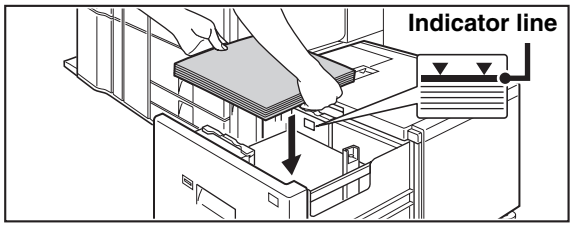
3



Fan the paper.

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.

4

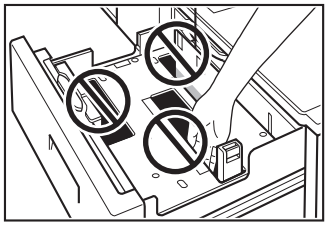


Place the paper in the center of the paper table.

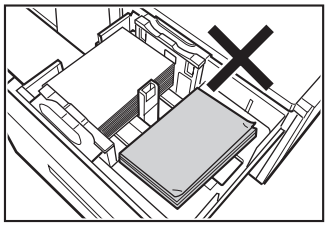
Load the paper with the print side face up.
When a certain amount of paper is placed on the paper table, the paper table will automatically descend slightly and then stop. Continue loading paper in this way.
The paper stack must not be higher than the indicator line.
A maximum of 3000 sheets of paper can be loaded in the tray.

⚠Caution

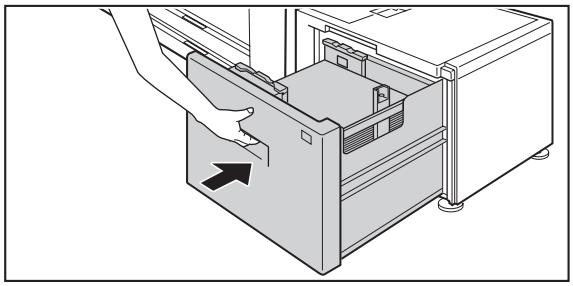
When placing paper, do not insert your fingers into the openings in the paper table.



Do not insert spare paper or other objects into openings inside the tray.



5



Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine. After the tray is pushed in, the paper table will rise. While the paper tray rises, the operation button indicator will blink. After the paper tray finishes rising, the indicator will light solidly.

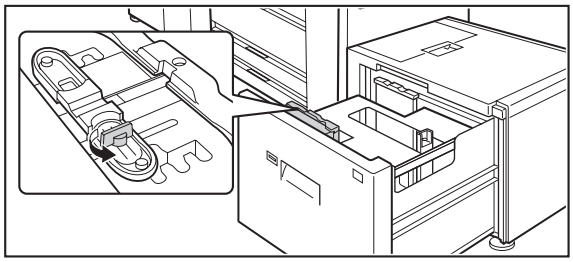
If you loaded a different type of paper than was loaded previously, change the paper type setting as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

Do not place heavy objects on the tray or press down on the tray.

Changing the paper size

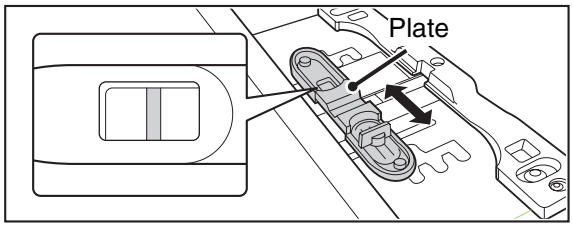
To change the paper size of the large capacity tray (MX-LCX3N), follow the procedure below.
This procedure only explains how to change the paper size. For the procedures for opening/closing the tray and loading paper, see "Loading paper" (page 44).

1



Loosen the paper guide screw.

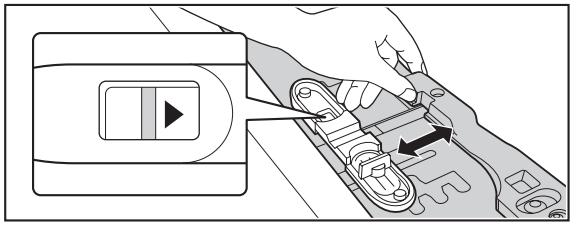
2



Slide the plate of the paper guide.

Slide the plate until the red line appears at the center of the size window of the plate.

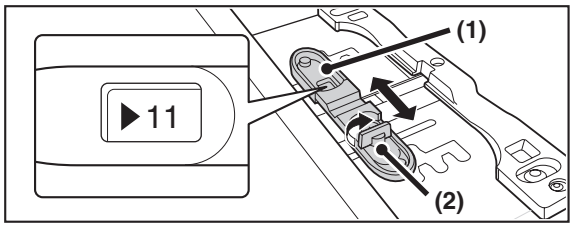
3



Adjust the paper guide to the paper size that will be used.

Slide the paper guide forward or backward until the size mark of the paper to be used (◀ or ▶) appears in the size window of the plate.

4



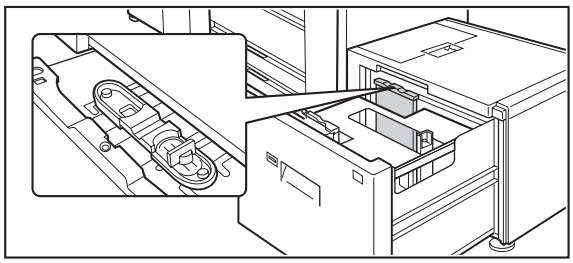
Secure the paper guide.

(1) Slide the plate of the paper guide.

Slide the plate until the paper size to be used appears in the size window of the plate.

(2) Tighten the paper guide screw.

5

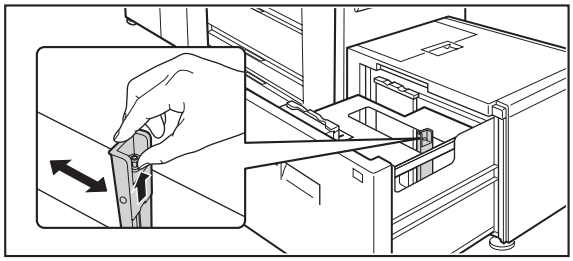


Repeat steps 1 through 4 to adjust the far paper guide to the paper size to be used.

Be sure to adjust the far guide to the same paper size as the near guide.

Adjusting only one paper guide may result in skewed feeding or misfeeds.

6



Change the right paper guide to the paper size to be used.

(1) While holding up the paper guide lock, slide the paper guide to the paper size to be used.

(2) Release the paper guide lock.

(3) Move the paper guide slightly to the right and left so that it locks into place.

You will hear a "click" when the paper guide locks.

7

Set the paper size and paper type.

Be sure to change the paper size and paper type settings as explained in "PAPER TRAY SETTINGS" (page 77) in the System Settings.

If the paper size setting is not configured correctly, automatic paper selection will not operate correctly and printing may take place on the wrong size or type of paper or a misfeed may occur.

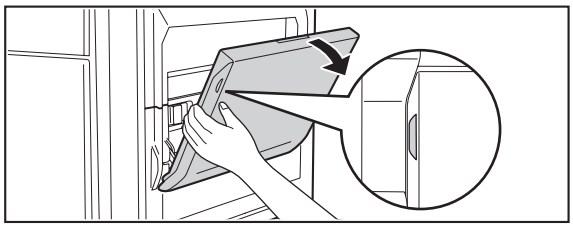
Do not place heavy objects on the tray or press down on the tray.

LOADING PAPER IN THE BYPASS TRAY

When the bypass tray is installed, plain paper, tab paper, transparency film, and other special media can be printed on. Up to 100 sheets can be loaded in the MX-MFX1, or up to 500 sheets in the MX-MFX2, to enable continuous printing like with the other trays.
For detailed information on the paper that can be loaded, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the System Settings.

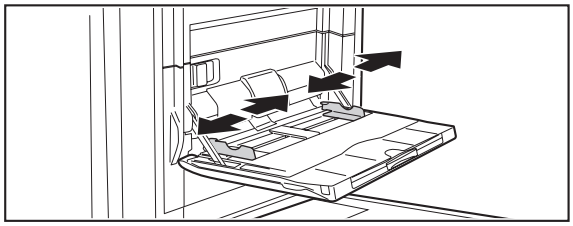
Loading paper in the bypass tray (MX-MFX1)

1

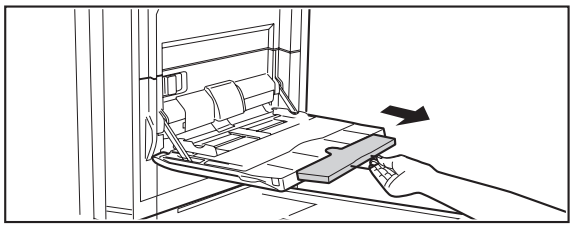


Open the bypass tray.

2



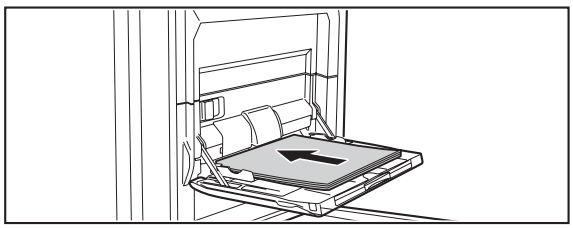
Set the bypass tray guides to the width of the paper.



When loading paper larger than 8-1/2" x 11"R or A4R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

Do not place heavy objects on the bypass tray or press down on the tray.

3



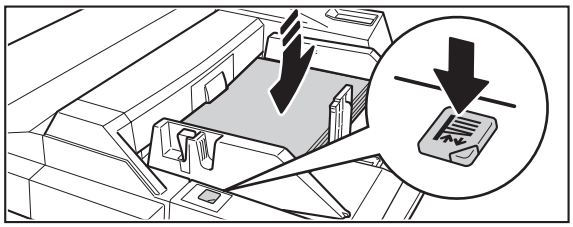
Insert the paper along the bypass tray guides all the way into the bypass tray until it stops.

Load the paper with the print side face up.

- Do not force the paper in.
- When loading paper, make sure that the guide is correctly adjusted to the width of the paper.
 If there is a gap between the paper and the guide, or if the paper is bowed because the guide is adjusted to a narrower width than the paper, a misfeed, skewed paper feeding, or creases in the paper may result.

Loading paper in the bypass tray (MX-MFX2)

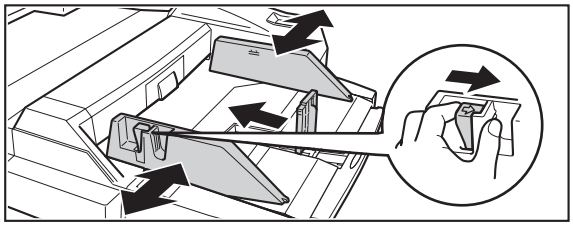
1



If you are changing the paper in the bypass tray, press the operation button and remove the previously used paper.

After the button is pressed, the paper table will descend. While the paper tray descends, the operation button indicator will blink. After the paper tray finishes descending, the indicator will light solidly. Do not remove the paper until the indicator stops blinking.

2

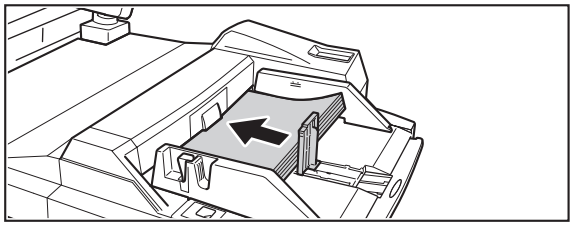


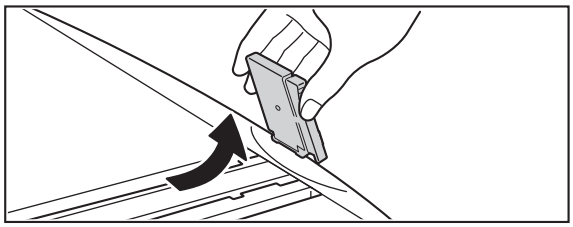
Set the bypass tray guides to the width of the paper.

Grasp the bypass guide lock lever and adjust the vertical bypass guide, and then release the lever. Adjust the bypass guide at the bottom edge of the paper to the paper size. When loading paper larger than 8-1/2" x 11"R or A4R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

Do not place heavy objects on the bypass tray or press down on the tray.

3



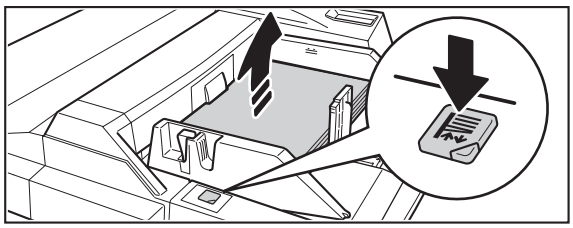


Insert the paper along the guide all the way in until it stops, and adjust the right guide.

Load the paper with the print side face up.
The paper stack must not be higher than the indicator line.
A maximum of 500 sheets of paper can be loaded in the tray.
If you are loading paper larger than 12" x 18" (A3W) size, remove the bottom edge bypass guide.

- Do not force the paper in.
- When loading paper, make sure that the guide is correctly adjusted to the width of the paper.
 If there is a gap between the paper and the guide, or if the paper is bowed because the guide is adjusted to a narrower width than the paper, a misfeed, skewed paper feeding, or creases in the paper may result.

4



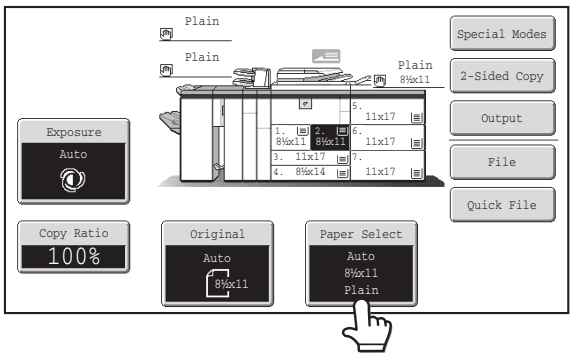
Press the operation button.

After the button is pressed, the paper table will rise. While the paper tray rises, the operation button indicator will blink. After the paper tray finishes rising, the indicator will light solidly.

Bypass tray paper settings

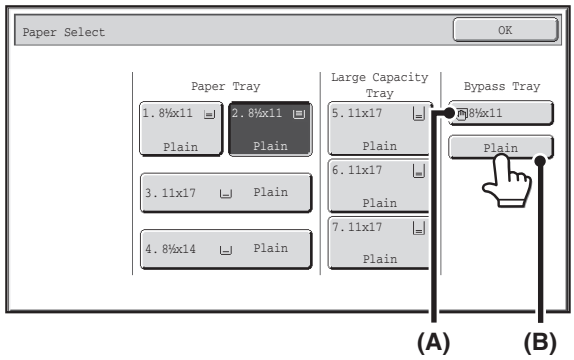
After loading paper in the bypass tray, configure settings for the loaded paper.

1



Touch the [Paper Select] key.

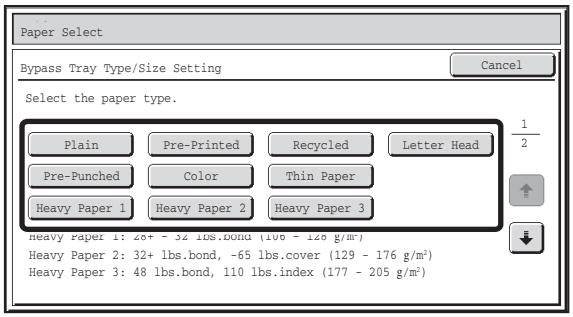
2



Touch the paper type key of the bypass tray.

(A) Shows the size of paper loaded in the bypass tray.
(B) Shows the currently selected paper type.

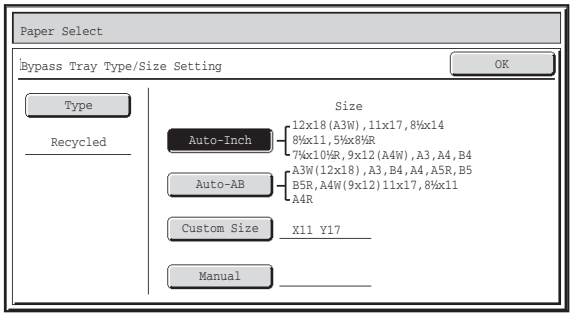
3

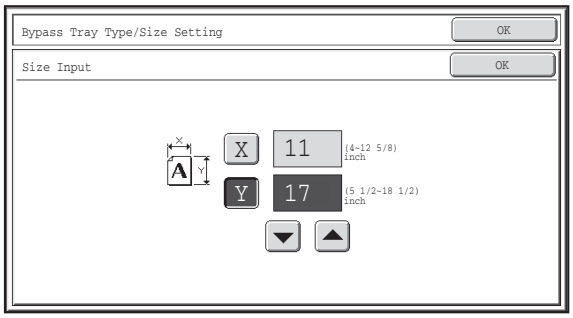


Select the type of paper used in the bypass tray.

Select the paper type to be used.
The types of paper that can be loaded vary depending on the bypass tray that is installed. For the paper types that can be loaded, see "PAPER THAT CAN BE USED IN THE PERIPHERAL DEVICE TRAYS" (page 36) and the specifications in the Safety Guide.

Example: recycled paper has been selected





Set the paper size.

[Auto-Inch] key

When the paper inserted in the bypass tray is a standard inch size (8-1/2" x 11", etc.), the paper size will be detected automatically and the appropriate paper size set.

[Auto-AB] key

When the paper inserted in the bypass tray is a standard AB size (A4 size, etc.), the paper size will be detected automatically and the appropriate paper size set.

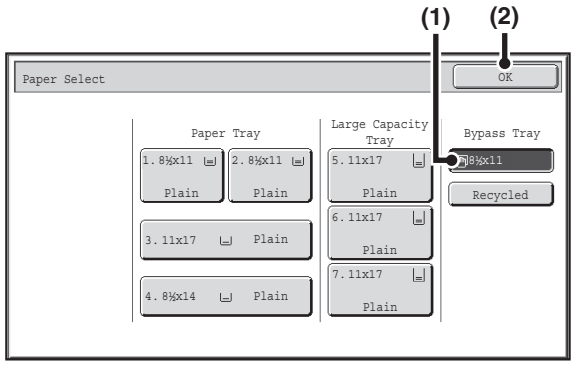
[Custom Size] key

Touch this key when you know the size of the inserted paper but it is not one of the standard inch or AB sizes.
When the key is touched, the paper size entry screen appears. Touch the [X] key and enter the horizontal dimension of the paper with the keys, and then touch the [Y] key and enter the vertical dimension. When finished, touch the [OK] key.

[Manual] key

Special standard sizes such as 320mm x 450mm, 225mm x 320mm, 318mm x 469mm, 234mm x 318mm, 312mm x 440mm, 220mm x 312mm, and 16K, 16KR, and 8K (used in China) have been pre-stored. Touch the key of the desired size.
(320mm x 450mm, 225mm x 320mm, 318mm x 469mm, 234mm x 318mm, 312mm x 440mm, and 220mm x 312mm can only be used in the bypass tray when a large capacity trays (MX-LCX5) is installed.)

If tab paper is selected, check the size. Touch the [Auto-Inch] key or the [Auto-AB] key. When you have finished checking/changing the setting, touch the [OK] key.



Select the bypass tray.

(1) Touch the paper size key of the bypass tray.

(2) Touch the [OK] key.

IMPORTANT POINTS WHEN USING THE BYPASS TRAY

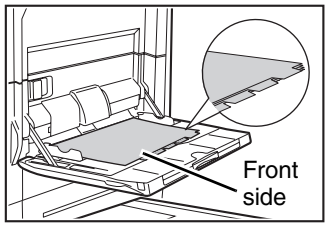
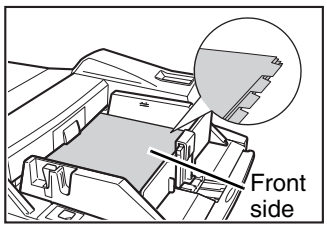
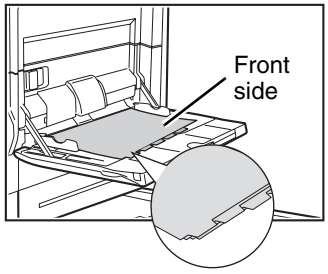
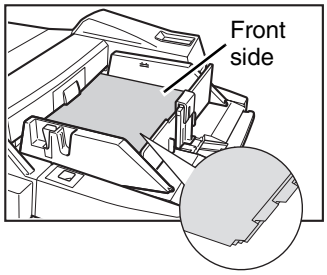
- When using plain paper other than SHARP standard paper or special media other than SHARP-recommended transparency film, or when printing on the reverse side of previously used paper, the paper must be loaded one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result.

Inserting paper

Place paper that is 7-1/4" x 10-1/2" (A5) or smaller in the horizontal orientation.

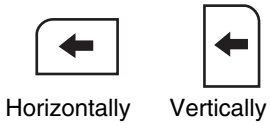
Inserting tab paper

To print on tab paper, load tab paper in the bypass tray with the print side face up.
On the MX-MFX2 bypass tray, the special guide is attached to the bottom edge bypass guide. The special guide is stored under the front cover of the large capacity trays. After using the guide, remove it and replace it in its storage location.

<table>
<tr><th></th><th>Bypass tray (MX-MFX1)</th><th>Bypass tray (MX-MFX2)</th></tr>
<tr><td rowspan="2">Left binding</td><td>
</td><td>
</td></tr>
<tr><td colspan="2">Place the first sheet of tab paper so that the tab is away from you.</td></tr>
<tr><td rowspan="2">Right binding</td><td>
</td><td>
</td></tr>
<tr><td colspan="2">Place the first sheet of tab paper so that the tab is toward you.</td></tr>
</table>

- Use only tab paper that is made of paper. Tab paper made of a material other than paper (film, etc.) cannot be used.
- **To print on the tabs of tab paper...**
 In copy mode, use "Tab Copy" in the special modes. In print mode, use the tab print function. For more information on these functions, see the Copier Guide and the Printer Guide.

Inserting transparency film



Horizontally Vertically

- Use SHARP-recommended transparency film. When inserting transparency film in the bypass tray, the rounded corner should be at the far left when the film is oriented horizontally, or at the far right when the film is oriented vertically. Place the film face up.
- When loading multiple sheets of transparency film in the bypass tray, be sure to fan the sheets several times before loading.
- When printing on transparency film, be sure to remove each sheet as it exits the machine. Allowing sheets to stack in the output tray may result in curling.

3 ORIGINALS

This chapter explains how to place originals in the automatic document feeder and on the document glass.

PLACING THE ORIGINAL

PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER

This section explains how to place originals in the automatic document feeder.

Allowed original sizes

Minimum original size	Maximum original size
Standard sizes (Minimum size that can be automatically detected) 8-1/2" (height) x 5-1/2" (width) A5: 210 mm (height) x 148 mm (width) **Non-standard sizes** (Minimum size that can be specified manually) 5-1/2" (height) x 5-1/2" (width) 140 mm (height) x 140 mm (width)	**Standard sizes** (Maximum size that can be automatically detected) 11" (height) x 17" (width) A3: 297 mm (height) x 420 mm (width) 12" x 18" size paper (A3W) cannot be used. **Non-standard sizes** (Maximum size that can be specified manually) Copy mode: 11-5/8" (height) x 17" (width) 297 mm (height) x 432 mm (width) Image send mode: 11" (height) x 31-1/2" (width) 297 mm (height) x 800 mm (width)

When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.

When a non-standard size original is placed for fax or scanner transmission, see "IMAGE SETTINGS" in the Image Send Guide.

Allowed original weights

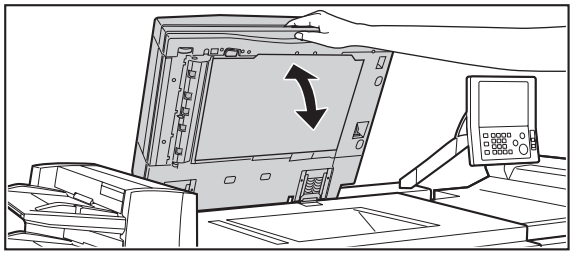
1-sided scanning: 12 lbs. to 110 lbs. index (38 g/m^2 to 205 g/m^2)

2-sided scanning: 16 lbs. to 110 lbs. index (52 g/m^2 to 205 g/m^2)

To scan originals from 12 lbs. to 13 lbs. (38 g/m^2 to 49 g/m^2), use "Slow Scan Mode" in the special modes. Scanning without using "Slow Scan Mode" may result in original misfeeds.

When "Slow Scan Mode" is selected, automatic 2-sided scanning is not possible.

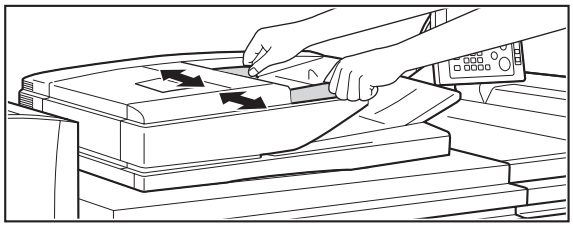
1



Make sure an original does not remain on the document glass.

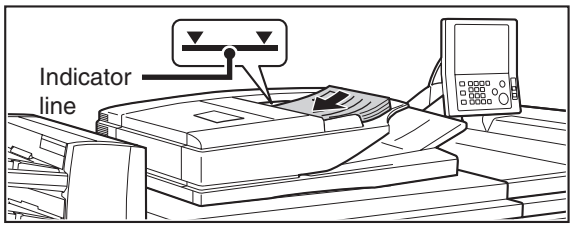
Open the automatic document feeder, make sure that an original is not on the document glass, and then gently close the automatic document feeder.

2



Adjust the original guides to the size of the originals.

3

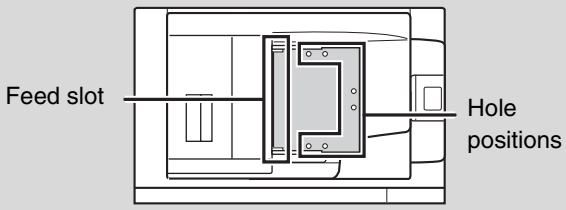


Place the original.

Make sure the edges of the originals are even.
Insert the originals face up all the way into the document feeder tray.
Insert a number of originals that does not exceed the indicator line on the document feeder tray.
Up to 250 sheets can be inserted.

When placing the original, make sure that the guide is correctly adjusted to the width of the original.
If there is a gap between the original and the guide, or if the original is bowed because the guide is adjusted to a narrower width than the paper, a misfeed, skewed original feeding, or creases in the original may result.

- Originals of different sizes can be placed together in the automatic document feeder. In this case, select "Mixed Size Original" in the special modes of the mode you are using. For the procedures for inserting mixed size originals and the sizes that can be inserted, see the Copier Guide and the Image Send Guide.
- Before inserting originals into the document feeder tray, be sure to remove any staples or paper clips.
- If originals have damp spots due to correction fluid, ink or pasteup glue, wait until the originals are dry before making copies. Otherwise the interior of the document feeder or the document glass may be soiled.
- Do not use the following originals. Incorrect original size detection, original misfeeds, and smudges may result.
 Transparency film, tracing paper, carbon paper, thermal paper or originals printed with thermal transfer ink ribbon should not be fed through the document feeder. Originals to be fed through the feeder should not be damaged, crumpled, folded, loosely pasted together, or have cut-out holes. Originals with multiple punched holes other than two-hole or three-hole punched paper may not feed correctly.
- When using originals with two or three holes, place them so that the punched edge is at a position away from the feed slot of the document feeder tray.



PLACING THE ORIGINAL ON THE DOCUMENT GLASS

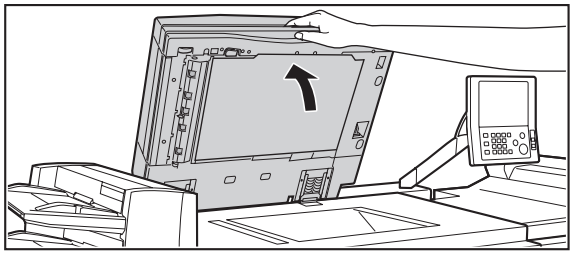
This section explains how to place the original on the document glass.

Allowed original sizes

Maximum original size
Standard sizes 11" (height) x 17" (width) A3: 297 mm (height) x 420 mm (width) **Non-standard sizes** 11-5/8" (height) x 17" (width) 297 mm (height) x 432 mm (width)

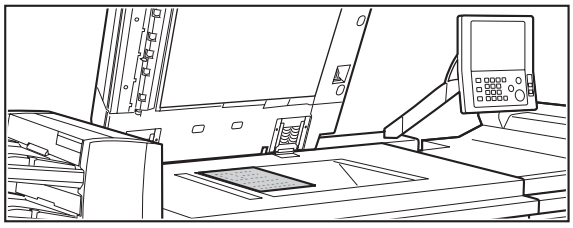
When a non-standard size original is placed in copy mode, see "SPECIFYING THE ORIGINAL SIZE" in the Copier Guide.
When a non-standard size original is placed for fax or scanner transmission, see "IMAGE SETTINGS" in the Image Send Guide.

1



Open the automatic document feeder.

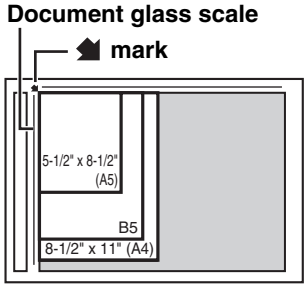
2



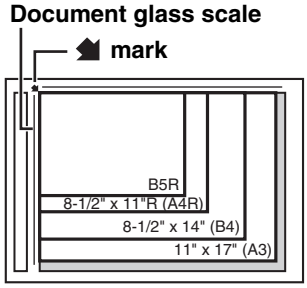
Place the original.

Place the original face down in the far left corner of the document glass.

Document glass scale



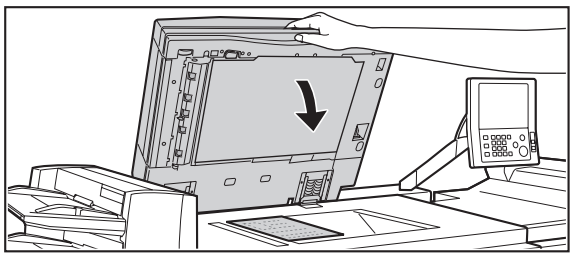
Document glass scale



The original should always be placed in the far left corner, regardless of its size.
Align the top left corner of the original with the tip of the mark.

If you are placing a small non-standard size original on the document glass, it is convenient to place a blank sheet of 8-1/2" x 11" or 5-1/2" x 8-1/2" (A4 or A5) paper on top of the original to facilitate detection of the original size.

3

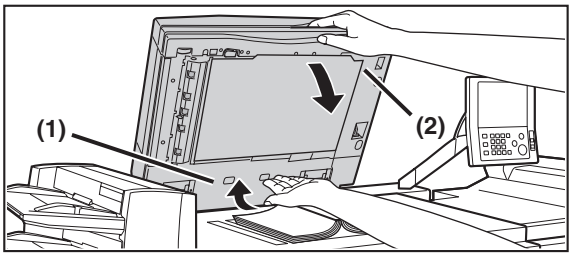


Close the automatic document feeder.

After placing the original, be sure to close the automatic document feeder. If left open, parts outside of the original will be copied black, causing excessive use of toner.

Placing a thick book

When scanning a thick book or other thick original, follow the steps below to press the book down.



(1) Push up the far side of the automatic document feeder.

The hinges supporting the automatic document feeder will release and the rear side of the automatic document feeder will rise.

(2) Slowly close the automatic document feeder.

⚠ Caution

- **Close the automatic document feeder slowly. Abruptly closing the automatic document feeder may damage it.**
- **Take care that your fingers are not pinched when closing the automatic document feeder.**

The automatic document feeder cannot be closed correctly in this state. To return the automatic document feeder to its normal state, open it completely and then close it.

4 PERIPHERAL DEVICES

This chapter introduces the peripheral devices that can be used with the machine, explains the names of the output devices such as the finisher and saddle stitch finisher, and explains manual finishing, which can be used when an inserter is installed.

PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.
The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment.

(As of April, 2007)

Product name	Product number	Description
Large capacity tray	MX-LCX6	Additional tray. A maximum of 3500 sheets of paper can be loaded in the tray. Requires the multi bypass tray (MX-MFX1).
	MX-LCX3N	Additional tray. Supports wide sizes such as 12" x 18" (A3W). Up to 3000 sheets can be loaded. The special bypass tray (MX-MFX1) for the MX-M850 is required.
Large capacity trays	MX-LCX4	Additional tray. A combined total of 4550 sheets of paper can be loaded in the three trays.
	MX-LCX5	Additional tray. Supports wide sizes such as 12" x 18" (A3W). A combined total of 4000 sheets of paper can be loaded in the three trays.
Multi bypass tray	MX-MFX1	Additional tray. A maximum of 100 sheets of paper can be loaded in the tray. Requires large capacity trays.
	MX-MFX2	Additional tray. A maximum of 500 sheets of paper can be loaded in the tray.
Finisher	MX-FNX5	Output device that enables the use of the staple function and offset function. Up to 100 sheets of paper can be stapled.
	MX-FNX6	Output device that enables the use of the staple function and offset function. On the special finisher for the MX-M850, up to 50 sheets of paper can be loaded.
Saddle stitch finisher	MX-FNX7	Output device that enables use of the staple function, offset function and saddle stitch function. Only for the MX-M850.
Saddle unit	MX-FNX8	Output device that enables the saddle stitch function. Requires the finisher (MX-FNX5).

Product name	Product number	Description
Punch module	MX-PNX3B	Punches holes in copies and other output. Requires the finisher (MX-FNX5).
	MX-PNX4B	Punches holes in copies and other output. Requires the finisher (MX-FNX6) or a saddle stitch finisher.
Inserter	MX-CFX2	Paper loaded in the inserter can be inserted into output as covers and inserts. Manual stapling and hole punching is also possible from the inserter. Requires a finisher (MX-FNX5).
Folding unit	MX-FDX1	This folds the paper in half. Requires a finisher (MX-FNX5).
Printer expansion kit	MX-PBX2	Adds a PCL6 printer function.
Network scanner expansion kit	MX-NSX1	Adds a network scanner function.
Barcode font kit	AR-PF1	Adds barcode fonts to the machine.
PS3 expansion kit	MX-PKX4	Enables the machine to be used as a Postscript compatible printer.
Internet fax expansion kit	MX-FWX1	Adds an Internet fax function.
Color expansion kit	MX-EBX1	Adds barcode fonts to the machine. Use this when you wish to store a scanned image in color.
Facsimile expansion kit	MX-FXX1	Adds a fax function.
Application integration module	MX-AMX1	The application integration module can be combined with the network scanner function to append a metadata file to a scanned image file.
Stamp unit	AR-SU1	This stamps each scanned original page in image send mode.
Stamp cartridge	AR-SV1	Ink cartridge and stamp for the stamp unit.

NAMES AND FUNCTIONS OF THE PARTS OF THE PERIPHERAL DEVICE

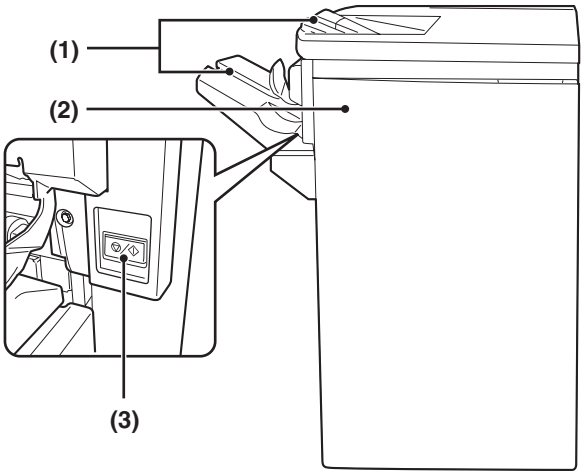
This section explains the names and functions of the parts of the following peripheral devices:
FINISHER (page 59)
SADDLE UNIT (page 60)
FINISHER (FOR THE MX-M850) / SADDLE STITCH FINISHER (page 60)
FOLDING UNIT (page 61)
INSERTER (page 62)

- Do not place heavy objects on or press down on the peripheral devices
- For peripheral devices with an offset tray, note that the tray will move up and down when the power is turned on and during output.

FINISHER

The finisher is equipped with the offset function, which offsets each set of output from the previous set, and the staple sort function, which staples each set of output.
A punch module can also be installed to punch holes in output.

Part names



(1) Output trays (top tray, offset tray)
Stapled and offset output is delivered to these trays. The trays are slidable. For large-size output (larger than 8-1/2" x 11"R or A4R), extend the tray.

(2) Cover
Open this cover to remove a paper misfeed, replace the staple cartridge or remove a staple jam.

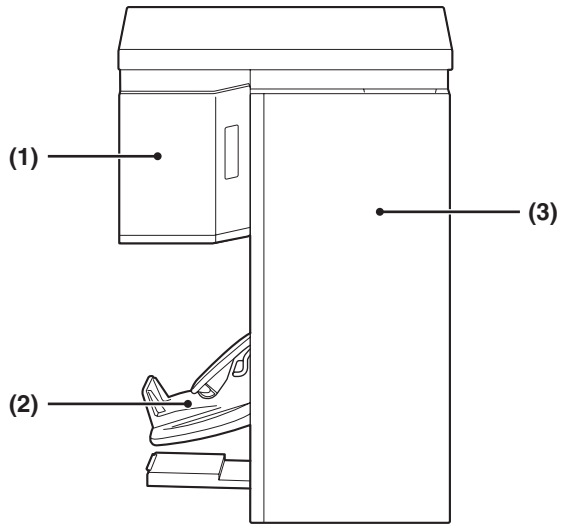
(3) [STOP] button
This button temporarily stops printing to the offset tray. This button can be used to pause printing and remove output from the offset tray before the maximum tray capacity is reached. To resume printing, press the button once again.

- The finisher cannot be installed when a finisher (for the MX-M850), or saddle stitch finisher is installed.
- Paper that can be punched is 5-1/2" x 8-1/2" to 11" x 17" (16 lbs. to 65 lbs. cover) (A5 to A3 (52 g/m^2 to 176 g/m^2))

SADDLE UNIT

The saddle unit is equipped with the saddle stitch function, which automatically staples and folds each set of output at the centerline.

Part names



(1) Left front cover

Open this cover to remove a paper misfeed.

(2) Saddle stitch tray

Stapled and folded output is delivered to this tray.

(3) Cover

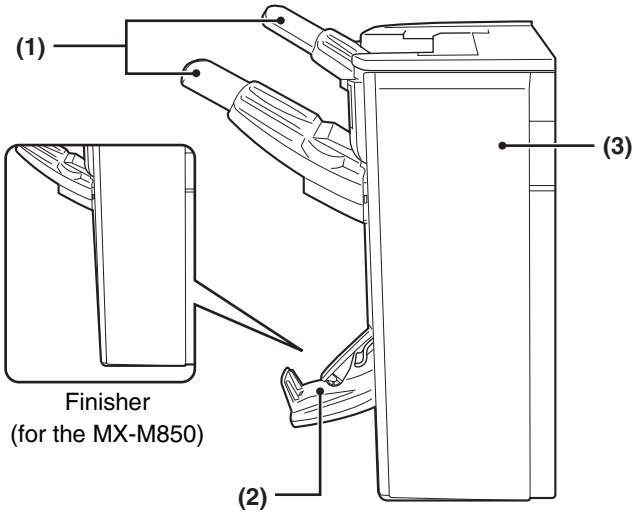
Open this cover to remove a paper misfeed, replace the staple cartridge or remove a staple jam.

- The saddle unit cannot be installed when a finisher (for the MX-M850), or saddle stitch finisher is installed.
- Paper that can be used for the saddle stitch function is 8-1/2" x 11"R to 12" x 18" (16 lbs. to 24 lbs.) (B5R to A3W (60 g/m^2 to 90 g/m^2)).

FINISHER (FOR THE MX-M850) / SADDLE STITCH FINISHER

The finisher (for the MX-M850) and saddle stitch finisher are equipped with the offset function, which offsets each set of output from the previous set, and the staple sort function, which staples each set of output. The saddle stitch finisher is also equipped with the saddle stitch function, which automatically staples and folds each set of output at the centerline. A punch module can also be installed to punch holes in output.

Part names



(1) Output trays (top tray, offset tray)

Stapled and offset output is delivered to these trays. The trays are slidable. For large-size output (larger than 8-1/2" x 11"R or A4R), extend the tray.

(2) Saddle stitch tray (Saddle stitch finisher only)

Stapled and folded output is delivered to this tray.

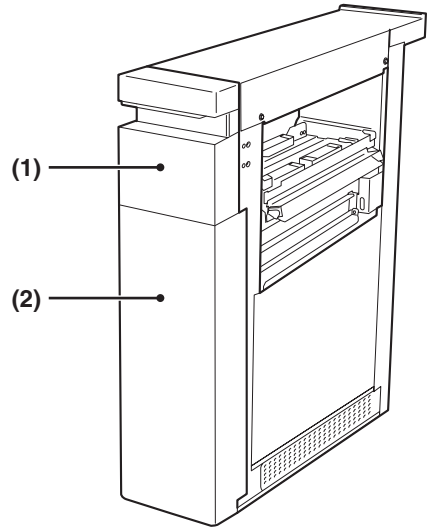
(3) Cover

Open this cover to remove a paper misfeed, replace the staple cartridge or remove a staple jam.

- The saddle stitch finisher cannot be installed when a finisher, finisher (for the MX-M850), saddle unit, inserter, or folding unit is installed. Similarly, the finisher (for the MX-M850) cannot be installed when a finisher, saddle unit, saddle stitch finisher, inserter, or folding unit is installed.
- Paper that can be used for the saddle stitch function is 8-1/2" x 11"R to 12" x 18" (16 lbs. to 24 lbs.) (B5R to A3W (60 g/m^2 to 90 g/m^2)).
- Paper that can be punched is 8-1/2" x 11R" to 11" x 17" (16 lbs. to 90 lbs. index) (B5 to A3 (52 g/m^2 to 163 g/m^2))

FOLDING UNIT

When the paper folding unit is installed, output can be folded to reduce the paper size by a half.



(1) Cover (upper)

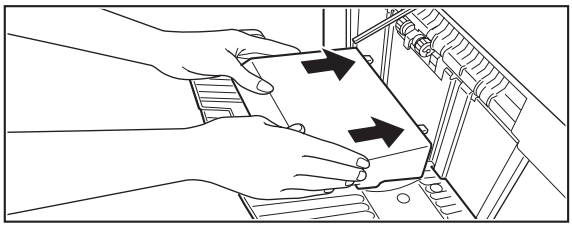
Open this cover to remove a paper misfeed. To open the cover, first pull it forward and then up.

(2) Cover (lower)

Open this cover to remove a paper misfeed. The cover (upper) must be opened before this cover can be opened.

When performing paper folding

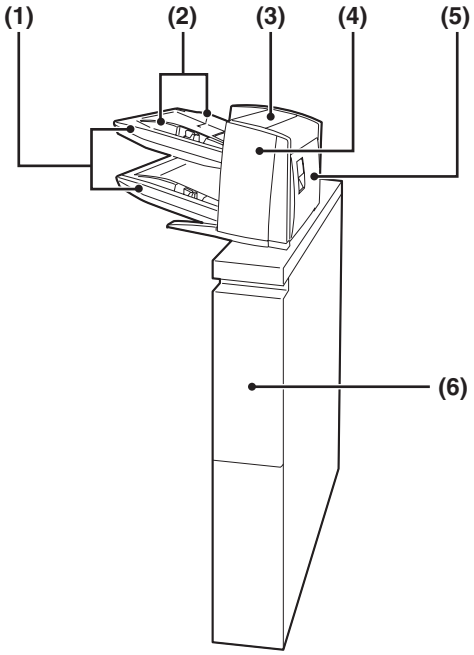
When using the folding unit to fold paper, you may occasionally find that the paper does not stack neatly in the output tray. In this event, attach the special guide. When you have finished paper folding, return the guide to its original position.



- A folding unit is required to install a finisher (MX-FNX5).
- Paper sizes that can be folded using the paper folding function are 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", A4R, B4, and A3 (16 lbs. to 24 lbs. (60 g/m^2 to 90 g/m^2)).

INSERTER

The inserter can be used to insert blank or pre-printed paper in printed output as inserts or covers without printing on the inserts/covers.
In addition, the paper loaded in the inserter can be directly fed to peripheral devices such as the finisher or saddle unit for stapling or punching.
☞ MANUAL FINISHING MODE (page 65)
For details on paper, see the specifications in the Safety Guide and "PAPER TRAY SETTINGS" (page 77) in the system settings.



(1) Paper trays (upper/lower)
Place blank or pre-printed paper that you wish to insert here. Up to 200 sheets can be placed on each tray.

(2) Paper guide
When loading paper, adjust this guide to the size of the paper. To move the guide, squeeze the guide lock lever.

(3) Paper inserter cover
Open this cover to remove a paper misfeed. There is also a lower cover.

(4) Front paper feeder cover
Open this cover to remove a paper misfeed.

(5) Right-side cover
Open this cover to remove a paper misfeed.

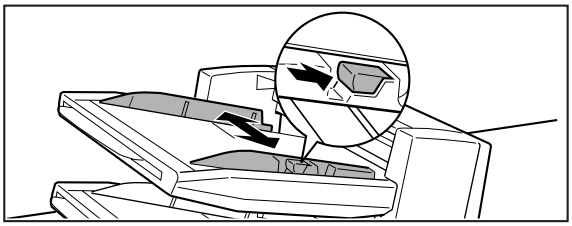
(6) Cover
Open this cover to remove a paper misfeed.

An inserter is required to install a finisher (MX-FNX5).

Loading paper

Follow the steps below to load paper in the inserter.

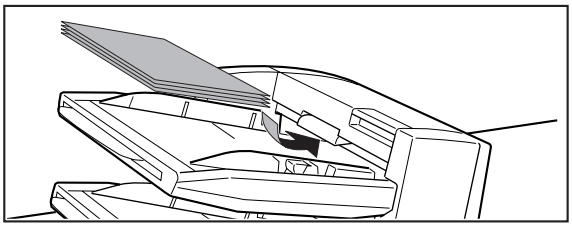
1



Adjust the guide to the size of the paper you are loading.

Squeeze the guide lock lever to adjust the guide. When you have finished moving the guide, release the lever.
When loading paper larger than 8-1/2" x 11"R or A4, be sure to pull the tray extension all the way out. If the extension is not pulled all the way out, the size of the loaded paper will not be detected correctly.

2



Insert the paper along the guide as far as it will go into the feeder.

Up to 200 sheets each can be loaded on the upper tray and the lower tray.
The paper size is automatically detected. If the paper size is not detected or you are using a special paper size, or if you need to change the paper type, change the paper settings in "PAPER TRAY SETTINGS" (page 77) in the system settings.

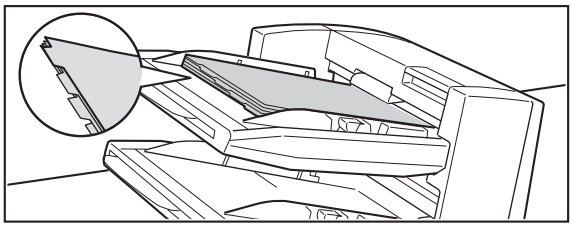
When loading paper, make sure that the guide is correctly adjusted to the width of the paper.
If there is a gap between the paper and the guide, or if the paper is bowed because the guide is adjusted to a narrower width than the paper, a misfeed, skewed paper feeding, or creases in the paper may result.

Paper loading orientation

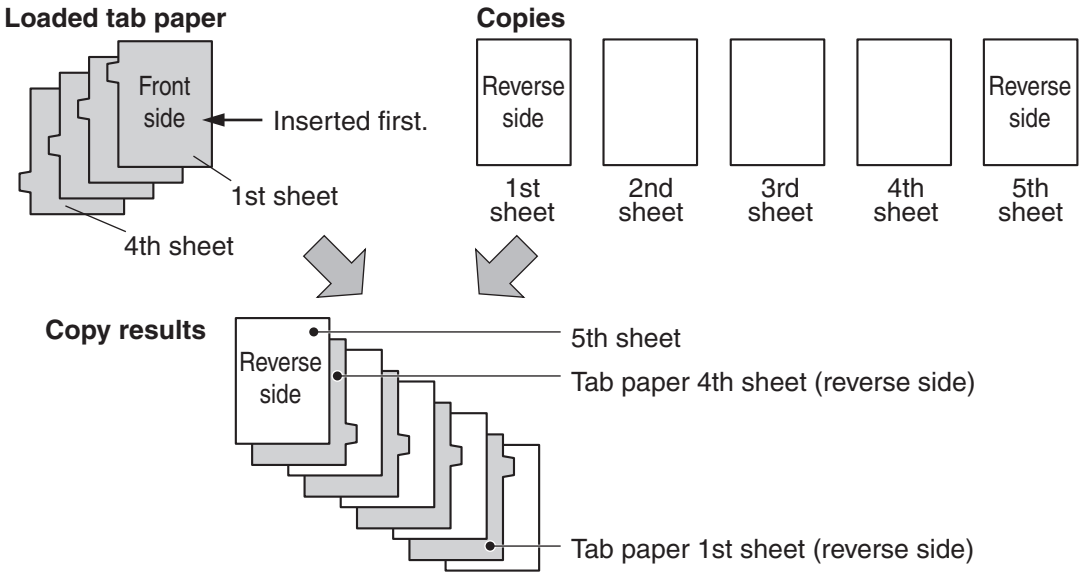
When loading paper in the inserter, the front side of the paper should face up
When inserting covers or inserts in a copy job, load the paper in the same orientation as the originals.

Loading tab paper

When loading tab paper in the inserter, the front side of the tab paper should face up. The top side is inserted first.

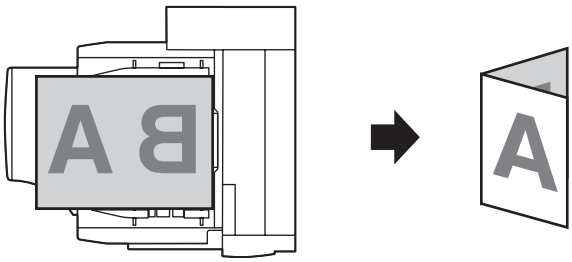


The relation of copies and tab sheets is shown below.



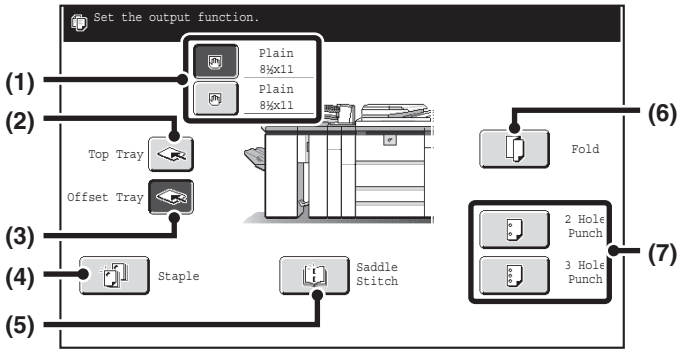
Loading covers for saddle stitch

When loading cover paper for saddle stitch, load the cover paper with the print side face down.



MANUAL FINISHING MODE

When the inserter is installed, finishing operations such as stapling or punching can be performed without performing a copy or print operation.
Touch the [MANUAL FINISHING] key to change modes. The following screen will appear.
For information on manual finishing functions, see the following pages.



(1) Inserter (upper tray), inserter (lower tray) key

Use these keys to select the tray that you wish to use for finishing. Load the paper to be used for finishing and then select the tray on which the paper is loaded.

(2) [Top Tray] key

This sets the top tray as the output tray.

(3) [Offset Tray] key

This sets the offset tray as the output tray.

(4) [Staple] key

When selected, three keys appear to let you select the staple position.

☞ STAPLE FUNCTION / SADDLE STITCH FUNCTION (page 67)

(5) [Saddle Stitch] key

Use this to staple the output at the center and fold it into a booklet.

☞ STAPLE FUNCTION / SADDLE STITCH FUNCTION (page 67)

(6) [Fold] key

Use this to fold the output in half and then fold one side back.

☞ PAPER FOLDING FUNCTION (page 70)

(7) [2 Hole Punch], [3 Hole Punch] key

Use these to punch holes in output.

☞ PUNCH FUNCTION (page 69)

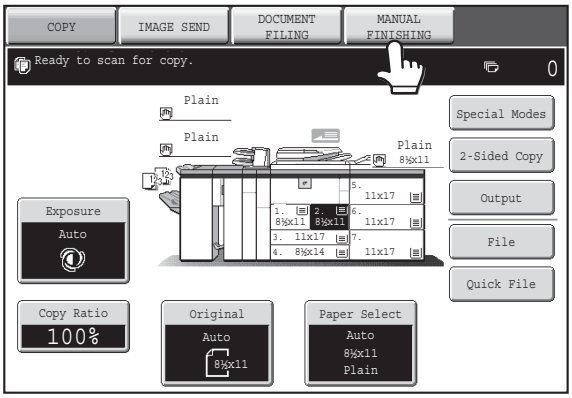
- It may not be possible to use some functions, depending on the peripheral devices that have been installed. If the keys in your screen are not the same as in the above screen, check what devices have been installed.
- While a finishing operation is being performed in manual finishing mode, it is not possible to switch to another mode. Similarly, it is not possible to switch to manual finishing mode during output in another mode.

USING MANUAL FINISHING

The procedure for using manual finishing is explained below. Before beginning the procedure, configure the paper settings in the system settings for the paper you will load in the inserter.

☞ PAPER TRAY SETTINGS (page 77)

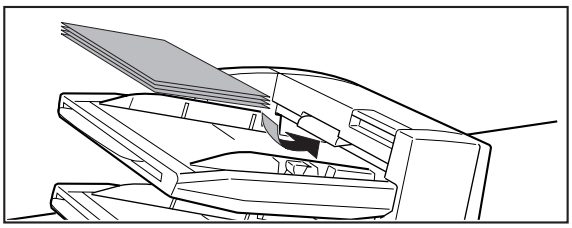
1



Touch the [MANUAL FINISHING] key.

The base screen for manual finishing will appear.

2



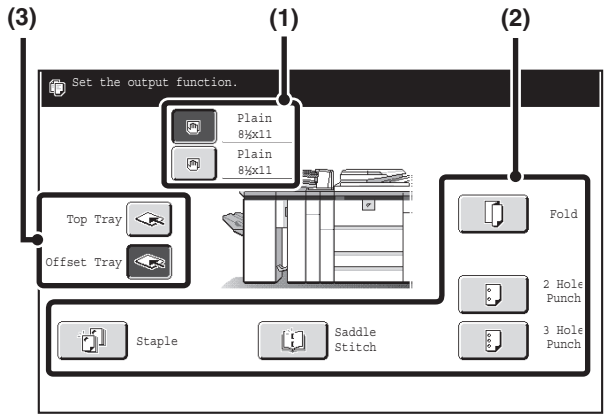
Load the paper to be used for finishing in the inserter.

For the procedure for loading paper on the paper tray, see "INSERTER" (page 62).

The orientation in which the paper is loaded on the tray will vary depending on which manual finishing function is used. Make sure you load the paper in the correct orientation for the function you are using.

☞ PAPER LOADING ORIENTATION (FOR THE STAPLE AND PUNCH FUNCTIONS) (page 69)
☞ PAPER LOADING ORIENTATION (FOR FOLDING) (page 70)

3



Select the manual finishing function.

(1) Select the paper tray on which you loaded paper.

(2) Select the function you wish to use.

(3) Select the output tray.

4

Press the [START] key ()

Output takes place using the selected function.

When the staple or saddle stitch function is used, all sheets of paper loaded in the tray are stapled together as a single set.

To stop manual finishing...

Press the [STOP] key ().

STAPLE FUNCTION / SADDLE STITCH FUNCTION

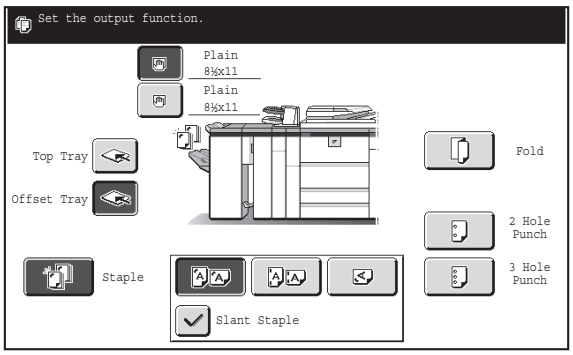
When a finisher or saddle stitch finisher is installed, the loaded paper can be stapled into a sheaf. (Staple function)
When a saddle unit or saddle stitch finisher is installed, the paper can be stapled in two places on the centerline and folded to make a pamphlet. (Saddle stitch function)
For the sizes and number of paper sheets that can be stapled at once, see the specifications in the Safety Guide.



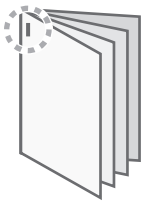
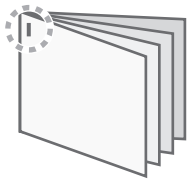
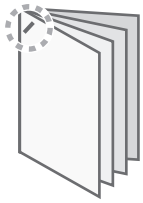
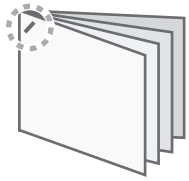
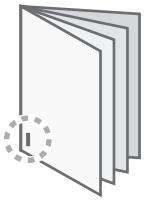
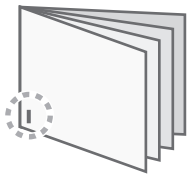
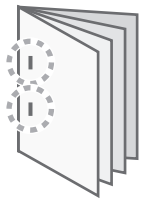
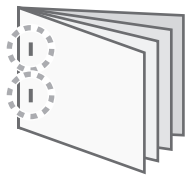
Staple Saddle stitch

Staple function

Touch the [Staple] key in the manual finishing screen to display the following screen.
Touch the key of the desired stapling position.



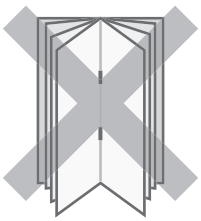
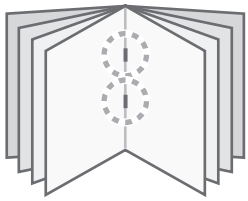
Stapling positions and stapling results

Stapling positions		Stapling result	
		Vertically-oriented paper	Horizontally-oriented paper
1 staple at top left corner 	Slant staple		
	Slant staple		
1 staple at bottom left corner 			
2 staples at left edge 			

Slanted stapling can be used when one staple at the top of the paper is selected

Saddle stitch function

To select saddle stitch, touch the [Saddle Stitch] key in the manual finishing screen.

Saddle stitch	Result	
	Vertically-oriented paper	Horizontally-oriented paper
		

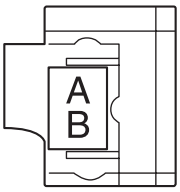
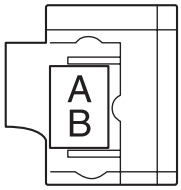
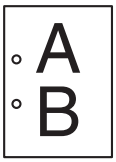
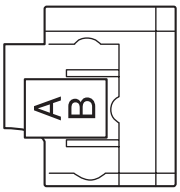
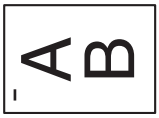
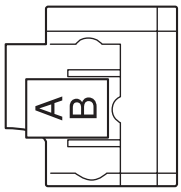
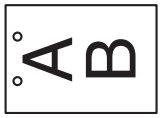
PUNCH FUNCTION

If an optional punch module is installed, holes can be punched in output.
The [2 Hole Punch] key can be touched in the manual finishing screen to selecting two-hole punching. The [3 Hole Punch] key can be touched to select three-hole punching. When the finisher is installed, 5-1/2" x 8-1/2" to 11" x 17" (16 lbs. to 65 lbs. cover) (A5 to A3 (52 g/m^2 to 176 g/m^2)) paper can be used.
However, 12" x 18" (A3W) sized paper and special media such as transparency film and tab paper cannot be used.
For detailed information on the sizes and types of paper that can be punched, see the specifications in the Safety Guide.

- When the hole punch function is selected, the saddle stitch or paper folding function cannot be used.
- When the finisher (for the MX-M850) or the saddle stitch finisher is installed, 8-1/2" x 11R" to 11" x 17" (16 lbs. to 90 lbs. index) (B5R to A3 (52 g/m^2 to 163 g/m^2)) paper can be used.

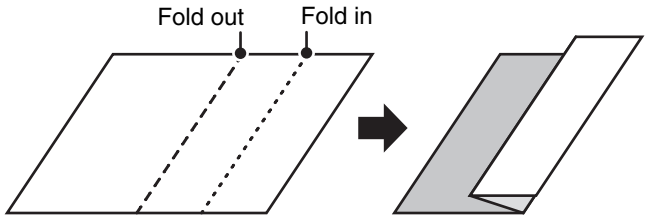
PAPER LOADING ORIENTATION (FOR THE STAPLE AND PUNCH FUNCTIONS)

When using the staple function or the punch function, the original must be placed as shown below to enable stapling or punching in the desired position on the paper.

Staple		Punch	
Orientation	**Result**	**Orientation**	**Result**
			
			
			

PAPER FOLDING FUNCTION

When the paper folding unit is installed, output can be folded to reduce the paper size by a half.
Paper sizes that can be folded using the paper folding function are 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", A4R, B4, and A3.
For detailed information on the sizes and types of paper that can be folded, see the specifications in the Safety Guide.
When the fold function is selected, folding will take place automatically when one of the above paper sizes is loaded.

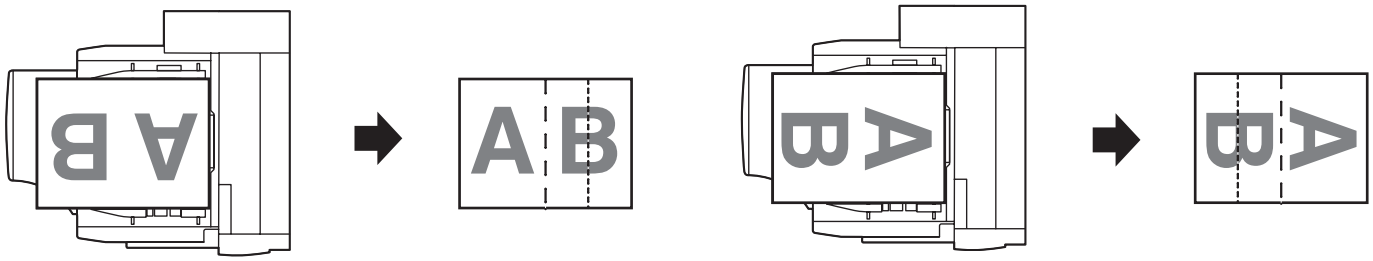


Loaded paper size	Paper size after folding
8-1/2" x 11"R	5-1/2" x 8-1/2"
8-1/2" x 14	7" x 8-1/2"
11" x 17"	8-1/2" x 11"
A4R	A5
B4	B5
A3	A4

- Special media such as transparency film and tab paper cannot be used.
- When folding 8-1/2" x 11"R, 8-1/2" x 14", or A4R paper, the staple function cannot be used.
- When the paper folding function is selected, saddle stitch or hole punch function cannot be used.

PAPER LOADING ORIENTATION (FOR FOLDING)

To have the paper folded at the desired position when using manual finishing, load the paper in the inserter in the appropriate orientation below.

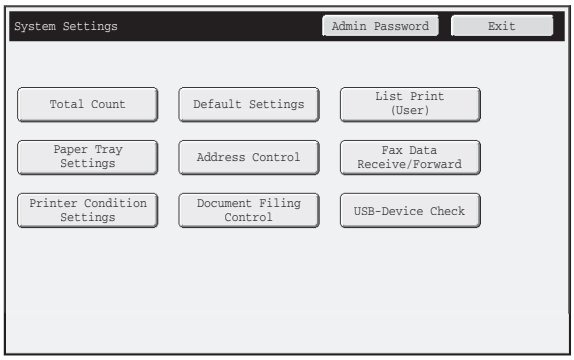


5 SYSTEM SETTINGS

The system settings are used to configure a variety of parameters to suit the aims and needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.
The system settings consist of settings that are used by general users, and settings that can only be configured by an administrator of the machine. This chapter explains paper tray settings and other system settings that can be configured by general users.
For system settings that require administrator rights, see the Administrator's Guide.

ACCESSING THE SYSTEM SETTINGS

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel. When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel.



Touch the item in this screen that you wish to configure. For the procedure for configuring each setting, see the explanation of the setting. The following settings are explained:

- **TOTAL COUNT (page 74)**
- **DEFAULT SETTINGS (page 75)**
- **LIST PRINT (USER) (page 76)**
- **PAPER TRAY SETTINGS (page 77)**
- **USB-DEVICE CHECK (page 81)**
- **USER CONTROL* (page 82)**

* When user authentication is enabled, this appears when a user who does not have the authority to configure the system settings (administrator) logs in.

- **Address Control, Fax Data Receive/Forward: Image Send Guide**
- **Printer Condition Settings: Printer Guide**
- **Document Filing Control: Document Filing Guide**

- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For information on using the system settings screen, see "USING THE TOUCH PANEL (System Settings)" (page 14).
- For the procedure to follow when user authentication is enabled, see "USER AUTHENTICATION" (page 20).
- **Web pages**
 The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.
 In addition to the system settings, network and security settings can also be configured in the Web pages. For information on the settings, see Help in the Web pages.

SYSTEM SETTINGS LIST

When the system settings are accessed with general rights, the following items appear.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Total Count

Item	Factory default setting	Page
■ TOTAL COUNT		74
● JOB COUNT	–	74
● DEVICE COUNT	–	74

■ Default Settings

Item	Factory default setting	Page
■ DEFAULT SETTINGS		75
● CLOCK ADJUST		75
▶ Clock Adjust	–	
▶ Daylight Saving Time Setting	–	
▶ Date Format	[MM/DD/YYYY], [/], [Last], [12-Hour]	
● KEYBOARD SELECT	English (US)	76

■ List Print (User)

Item	Factory default setting	Page
■ LIST PRINT (USER)		76
● ALL CUSTOM SETTING LIST	–	
● PRINTER TEST PAGE	–	
● SENDING ADDRESS LIST	–	
● DOCUMENT FILING FOLDER LIST	–	

■ Paper Tray Settings

Item	Factory default setting	Page
■ **PAPER TRAY SETTINGS**		77
● TRAY SETTINGS		77
▶ Tray 1	Plain, 8-1/2" x 11"	
▶ Tray 2	Plain, 8-1/2" x 11"	
▶ Tray 3	Plain, Auto-Inch	
▶ Tray 4		
▶ Tray 5*1	MX-LCX4: Plain, 8-1/2" x 11" MX-LCX5: Plain, Auto-Inch MX-LCX6: Plain, 8-1/2" x 11" MX-LCX3N: Plain, 11" x 17"	
▶ Tray 6*2	MX-LCX4: Plain, 8-1/2" x 11" MX-LCX5: Plain, Auto-Inch	
▶ Tray 7*2	MX-LCX4: Plain, 8-1/2" x 11" MX-LCX5: Plain, Auto-Inch	
▶ Bypass	Plain, Auto-Inch	
▶ Inserter (Upper Tray)*3	Plain, Auto-Inch	
▶ Inserter (Lower Tray)*3	Plain, Auto-Inch	
● PAPER TYPE REGISTRATION	–	81
● AUTO TRAY SWITCHING	Enabled	81

*1 When large capacity trays / large capacity tray are installed
*2 When large capacity trays are installed
*3 When an inserter is installed.

■ USB-Device Check

Item	Factory default setting	Page
■ **USB-DEVICE CHECK**	–	81

■ User Control

Item	Factory default setting	Page
■ **USER CONTROL***		82
● MODIFY USER INFORMATION	–	82

* When user authentication is enabled and the logged-in user does not have the authority to configure the system settings (administrator) (excluding factory default users).

TOTAL COUNT

This function shows the page count in each mode. Touch the [Total Count] key to use the function.

JOB COUNT

This displays or prints out the counts of all jobs.

- 11" x 17" (A3) size paper is counted as two sheets.
- Each sheet of paper used for automatic two-sided copying is counted as two pages (11" x 17" (A3) paper is counted as four pages).
- An entered paper size of 5-1/8" (384 mm) or larger is counted as two pages. (Four pages when two-sided copying is used.)
- Pages printed directly from the machine such as list prints are included in the "Other Prints" count.
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

DEVICE COUNT

This is used to display or print the counts of the peripheral devices installed on the machine.

- **Document feeder**
 Each sheet is counted as two pages when two-sided scanning is performed.
- **Stapler (when a finisher, saddle unit or saddle stitch finisher is installed)**
 Two-position stapling and saddle stitch are counted as "2".
- The items displayed (or printed) will vary depending on the machine specifications and peripheral devices installed.

DEFAULT SETTINGS

The default settings for operation of the machine can be configured. Touch the [Default Settings] key and select the settings.

CLOCK ADJUST

Use this to set the date and time in the machine's built-in clock.

Clock Adjust

Set the time.

Item	Settings
Specify Time Zone	If your region is ahead of GMT (Greenwich Mean Time), select [+]. If your region is behind GMT, select [-]. Next, specify the time difference between your region and GMT in hours and minutes.
Date&Time Settings	Select and set the year, month, day, hour, and minute.
Synchronize with Internet Time Server	This can be used when the machine is connected to the Internet. The machine's time is automatically adjusted to the time of an Internet time server.

Daylight Saving Time Setting

Enable daylight saving time.

Item	Settings
Daylight Saving Time Setting	Select whether or not the Daylight Saving Time Setting is enabled. If disabled, the following settings will not be possible.
Select Setting Type	Specify whether the starting and ending day of daylight saving time are to be set using the day of the week or the date.
Start Time	Set the starting time of daylight saving time. Set the starting month. If you selected "Day of the Week" in "Select Setting Type", set the starting week of daylight saving time and then the starting day. If you selected "Date" in "Select Setting Type", set the starting date. Set the hour and minute and the UTC (Coordinated Universal Time) setting.
Completing Time	Set the ending time of daylight saving time in the same way as you set the starting time.
Adjustment Time	Set the time that adjustment will take place when daylight saving time begins.

Date Format

The format used to print the date on lists and other output can be changed.

Item	Settings
Format	Set the order of display of the year, month, and day (YYYY/MM/DD).
Separator	Select one of three symbols or a blank space for the separator used in the date.
Day-Name Position	Select whether the day name appears before or after the date.
Time Display	Select 12-hour format or 24-hour format for the time.

System Settings (Administrator): Disabling of Clock Adjustment
If this setting has been enabled in the system settings (administrator), the date and time cannot be set.

KEYBOARD SELECT

The layout of the keyboard that appears in text entry screens can be changed.
The following selections are available.

English (US)	English (UK)	French	German

LIST PRINT (USER)

Lists showing the settings and information stored in the machine can be printed. Touch the [List Print (User)] key and select the settings.

List name	Description
All Custom Setting List	This list shows the hardware status, software status, printer condition settings, system settings, and total counts.
Printer Test Page	This is used to print the PCL Symbol Set List, various font lists, and the NIC page (network interface settings, etc.). • PCL Symbol Set List • PCL Internal Font List • PCL Extended Font List • PS Font List • PS Extended Font List • NIC Page
Sending Address List	Lists can be printed of various addresses stored in the machine. • Individual List • Group List • Program List • Memory Box List • All Sending Address List
Document Filing Folder List	This shows the folder names for document filing.

The items that appear will vary depending on the functions that have been added to the machine.

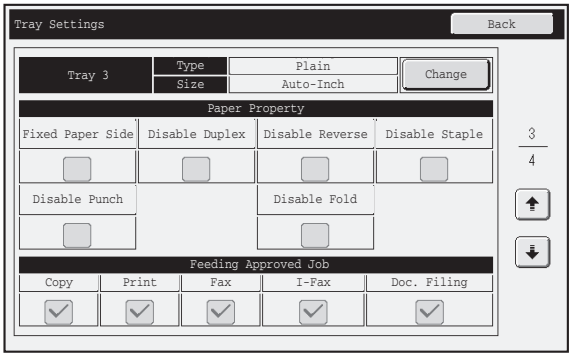
System Settings (Administrator): Prohibit Test Page Printing
If this setting has been enabled in the system settings (administrator), it will not be possible to print a test page.

PAPER TRAY SETTINGS

Paper tray and paper type settings are explained in this section. Touch the [Paper Tray Settings] key to configure the settings.

TRAY SETTINGS

These settings specify the paper type, paper size, and functions allowed for each paper tray.
When the [Tray Settings] key is touched, a list appears showing the trays and the current settings.



Settings of each tray

Touch the [Change] key in the above screen to change the settings.
The following settings can be configured.

Item	Description
Type	Select the type of paper that is loaded in the tray. The paper types that can be selected vary by paper tray. For more information, see "Tray Settings" (page 78). To store a new paper type, see "PAPER TYPE REGISTRATION" (page 81).
Size	Select the paper size from the list. The paper sizes that can be selected vary by tray. The sizes that can be selected may also be restricted by the paper type selected above. For more information, see "Tray Settings" (page 78). If the desired size does not appear in the list, select [Custom Size] and directly enter the size (Possible with tray 4, trays 5, 6, and 7 when the MX-LCX5 is installed, the bypass tray, and the upper and lower trays on the inserter.). For more information, see "Tray Settings" (page 78).
Feeding Approved Job	Select the modes that can be used. If there is a function that you do not wish to be used with the selected tray, disable the function. When the "Type" is other than plain paper, recycled paper, colored paper, or a user type, [Fax] and [Internet Fax] cannot be selected.

- If the paper size specified here is different from the size of paper that is loaded in a tray, a problem or misfeed may result when printing.
 To change the paper size in a tray, see "2. LOADING PAPER" (page 26).
- Paper properties such as "Fixed Paper Side" are automatically set when the paper type is selected. The paper tray properties cannot be changed in this screen.

System Settings (Administrator): Disabling of Tray Setting
If this setting has been enabled in the system settings (administrator), the tray settings (except for the bypass tray) cannot be configured.

Tray Settings

Paper Tray	Paper Type	Size
Tray 1	Plain, Pre-Printed, Recycled, Letter Head, Pre-Punched, Color, User Type	8-1/2" x 11", A4
Tray 2		8-1/2" x 11", A4
Tray 3	In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*2, 8-1/2" x 13-2/5"*2, 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R), Auto-AB (A3W, A3, B4, A4, A4R, B5, B5R, 8-1/2" x 13"), 9" x 12" (A4W), 8K, 16K, 16KR
Tray 4	In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*2, 8-1/2" x 13-2/5"*2, 8-1/2" x 11", 8-1/2" x 11"R, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R), Auto-AB (A3W, A3, B4, A4, A4R, A5R, B5, B5R, 8-1/2" x 13"*2, 8-1/2" x 13-2/5"*2), Custom Size-Inch, Custom Size-AB, Non-Standard Size, 9" x 12" (A4W), 8K, 16K, 16KR
	Labels	Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R), Auto-AB (A4, A4R, B5, B5R), Custom Size
	Transparency	Auto-Inch (8-1/2" x 11", 8-1/2" x 11"R), Auto-AB (A4, A4R)
	Tab Paper	Auto-Inch (8-1/2" x 11"), Auto-AB (A4)
Tray 5 (When large capacity trays / large capacity tray are installed)	**MX-LCX4** In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1, Thin paper, Transparency, Tab paper*4	8-1/2" x 11", 5-1/2" x 8-1/2"R, A4, B5, A5R, 9" x 12" (A4W) (Use the paper selector knob on the tray to change the paper size.) ☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX4) (page 37)
	MX-LCX5 In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1, Thin paper Transparency*4, Tab paper*4	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-2/5"*3, 8-1/2" x 11", 8-1/2" x 11"R*3, 5-1/2" x 8-1/2"R, 7-1/4" x 10-1/2"R, 9" x 12"), Auto-AB (A3W, A4W, A3, B4, A4, A4R*3, A5R, B5, B5R, 8-1/2" x 13"*3, 8-1/2" x 13-2/5"*3), Custom Size-Inch, Custom Size-AB, 320mm x 450mm, 225mm x 320mm, 234mm x 318mm, 220mm x 312mm, 318mm x 469mm, 312mm x 440mm, 8K, 16K, 16KR
	MX-LCX6 In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1	8-1/2" x 11", A4 (Paper size change must be performed by a service technician.)
	MX-LCX3N In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1	12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, A3W, A3, B4, A4, A4R, B5, 8K, 16K

Paper Tray	Paper Type	Size
Tray 6 (When large capacity trays are installed)	**MX-LCX4** In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1, Thin paper, Labels*4, Transparency*4, Tab paper*4	8-1/2" x 11", 5-1/2" x 8-1/2"R, A4, B5, A5R, 9" x 12" (A4W) (Use the paper selector knob on the tray to change the paper size.) ☞ TRAY SETTINGS FOR THE LARGE CAPACITY TRAYS (MX-LCX4) (page 37)
	MX-LCX5 In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 4*1, Thin paper, Labels*4 Transparency*4, Tab paper*4	Same as tray 5.
Tray 7 (When large capacity trays are installed)	**MX-LCX4** In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 2*1, Thin paper, Labels*4, Transparency*4	8-1/2" x 11", 5-1/2" x 8-1/2"R, A4, B5, A5R, 9" x 12" (A4W) (Paper size change must be performed by a service technician.)
	MX-LCX5 In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1, Thin paper, Transparency*4, Tab paper*4	Same as tray 5.
Bypass (When a bypass tray is installed)	**MX-MFX1** In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 4*1, Thin paper, Labels*4, Transparency*4, Tab paper*4	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-2/5"*3, 9" x 12", 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5), Auto-AB (A3W, A4W, A3, B4, A4, A4R*3, A5R, B5, B5R, 11" x 17", 8-1/2" x 13"*3, 8-1/2" x 13-2/5"*3, 8-1/2" x 11"), Custom Size-Inch, Custom Size-AB, 320mm x 450mm*5, 225mm x 320mm*5, 234mm x 318mm*5, 220mm x 312mm*5, 318mm x 469mm*5, 312mm x 440mm*5, 8K, 16K, 16KR
	MX-LCX5 In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1, Thin paper, Transparency*4, Tab paper*4	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-2/5"*3, 9" x 12", 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5), Auto-AB (A3W, A4W, A3, B4, A4, A4R*3, A5R, B5, B5R, 11" x 17", 8-1/2" x 13"*3, 8-1/2" x 13-2/5"*3, 8-1/2" x 11"), Custom Size-Inch, Custom Size-AB, 8K, 16K, 16KR

Paper Tray	Paper Type	Size
Inserter (Upper Tray) (When an inserter is installed)	In addition to the paper types of trays 1 and 2, Heavy Paper 1 to 3*1	Auto-Inch (12" x 18", 11" x 17", 8-1/2" x 14"*3, 8-1/2" x 13-2/5"*3, 9" x 12", 8-1/2" x 11", 8-1/2" x 11"R*3, 7-1/4" x 10-1/2"R, 5-1/2" x 8-1/2"R, A3, A4, B4, B5), Auto-AB (A3W, A4W, A3, B4, A4, A4R*3, A5R, B5, B5R, 11" x 17", 8-1/2" x 13"*3, 8-1/2" x 13-2/5"*3, 8-1/2" x 11"), Custom Size-Inch, Custom Size-AB, 320mm x 450mm, 225mm x 320mm, 234mm x 318mm, 220mm x 312mm, 318mm x 469mm, 312mm x 440mm, 8K, 16K, 16KR
Inserter (Lower Tray) (When an inserter is installed)	Same as Inserter (Upper Tray).	

*1 Heavy Paper 1: 28+ lbs. to 32 lbs. (106 g/m^2 to 128 g/m^2) heavy paper
Heavy Paper 2: 32+ lbs., -65 lbs. cover (129 g/m^2 to 176 g/m^2) heavy paper
Heavy Paper 3: 48 lbs., 110 lbs. index (177 g/m^2 to 205 g/m^2) heavy paper
Heavy Paper 4: 140 lbs. index, -100 lbs. cover (206 g/m^2 to 300 g/m^2) heavy paper

*2 When "Auto-AB" is selected in "Select Similar Sizes for Auto Detection" in the tray settings screen, it is possible to specify selection of [8-1/2" x 13"] and [8-1/2" x 13-2/5"]. When "Auto-Inch" is selected, it is possible to specify selection of [Legal (8-1/2" x 14")] and [8-1/2" x 13-2/5"]. Paper sizes selected here are automatically detected by the tray, and paper sizes that are not selected are not automatically detected.

*3 When "Auto-AB" is selected in "Select Similar Sizes for Auto Detection" in the tray settings screen, it is possible to specify selection of [A4R], [8-1/2" x 13"] and [8-1/2" x 13-2/5"]. When "Auto-Inch" is selected, it is possible to specify selection of [Legal (8-1/2" x 14")], [8-1/2" x 13-2/5"] and [8-1/2" x 11"R]. Paper sizes selected here are automatically detected by the tray, and paper sizes that are not selected are not automatically detected.

*4 The sizes of label sheets, transparency film, and tab sheets that can be set are the same as for tray 4.

*5 This can only be used when large capacity trays (MX-LCX5) are installed.

The numbers that can be entered when entering sizes vary by tray. Enter numbers within the number ranges shown on the screen.

PAPER TYPE REGISTRATION

Store a paper type when the desired paper type does not appear as a selection or when you wish to create a new set of paper properties.
Up to 10 paper types can be stored.

Item	Description
Type Name	Store any name. The factory default names are "User Type 1" - "User Type 10".
Fixed Paper Side	Enable this setting when paper with a front and reverse side is used.
Disable Duplex	Enable this setting when paper is loaded that cannot used for two-sided printing.
Disable Reverse	Enable this setting when you are using paper that cannot be turned over.
Disable Staple	Enable this setting when paper is used that cannot be stapled.
Disable Punch	Enable this setting when paper is used that cannot be punched.
Disable Fold	Enable this setting when you are using paper that cannot be folded.

The settings that can be selected vary depending on the peripheral devices installed.

AUTO TRAY SWITCHING

When a tray runs out of paper during printing, this determines whether or not another tray with the same size and type of paper is automatically selected and printing continues.

USB-DEVICE CHECK

This lets you check the connection when a USB device is connected to the machine. Touch the [USB-Device Check] key to use this function.

The status of a USB device that is not compatible with the machine will not appear.

USER CONTROL

This section explains settings for user control. Touch the [User Control] key to configure the settings.

- User Control settings can only be configured when "User Authentication Setting" in the system settings (administrator) is enabled.
- Depending on the user that logged in, it may not be possible to use the settings below.

MODIFY USER INFORMATION

The information of the currently logged in user can be edited.

Settings

Item	Description
User Name	Edit the name of the user (max. 32 characters). This user name is used as the key name in the login screen, the document filing user name, and the sender name. (The user name must be unique.)
Initial	Edit the initials (maximum of 5 characters). The initials determine where the user name will appear in the user name list.
Index	Select the desired custom index. The custom index names are the same as those in the address book.
User Number	This cannot be edited.
Login Name	This cannot be edited.
Password	Enter the password used for user authentication by login name and password (1 to 32 characters). (The password can be omitted.)
My Folder	This cannot be edited.
E-mail Address	This cannot be edited.
Authentication Settings	This cannot be edited.
Pages Limit Group	This cannot be edited.
Authority Group	This cannot be edited.
Favorite Operation Group	The favorite operation group that will be applied at login appears. Check with your administrator for the settings of the Favorite Operation Groups.
User Number	This cannot be edited.
Deleting an account	This cannot be edited.

The items that appear will vary depending on the user authentication method that is enabled.

6 TROUBLESHOOTING

This chapter provides solutions to possible printing problems. See the following table of contents to locate the appropriate page for your question or problem.

PROBLEMS RELATED TO MACHINE OPERATION

- Specified machine functions cannot be used. . . . 84
- The operation panel cannot be used. . . . 85
- Printing is not possible or stops during a job. . . . 85
- The original size is not automatically selected or the wrong size is selected. . . . 86
- The displayed bypass tray paper size is not correct. . . . 86

PROBLEMS RELATED TO PAPER FEEDING AND OUTPUT

- The original misfeeds (automatic document feeder). . . . 87
- The paper misfeeds. . . . 87
- Paper does not feed from the paper tray. . . . 88
- The image on paper is skewed. . . . 88
- The automatic document feeder does not operate. . . . 88

PROBLEMS RELATED TO QUALITY / PRINT RESULTS

- Lines appear in the scanned image. . . . 89
- Smudges appear on printed output. . . . 89
- Toner does not adhere well or creases appear in the paper. . . . 89
- Print quality is poor. . . . 89
- Part of the image is cut off. . . . 90
- Printing takes place on the wrong side of the paper. . . . 90

PROBLEMS RELATED TO PERIPHERAL DEVICES

- The connected USB device cannot be used. . . . 90
- The finisher / saddle unit / saddle stitch finisher / inserter / folding unit does not operate. . . . 90
- Stapling does not take place (including saddle stitch). . . . 91
- Punching does not take place. . . . 92
- The stapling position or punch position is not correct. . . . 92

OTHER PROBLEMS

- The touch panel screen is difficult to view. . . . 93
- You were logged out without having performed logout yourself. . . . 93
- You forgot the administrator password. . . . 93

- System settings
 Descriptions of system settings similar to the following example appear in this chapter.
 Example:
 → System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
 This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☑ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings. (For detailed explanations of the system settings (Administrator), see the Administrator's Guide.)
- For problems common to all functions of the machine and peripheral devices, see this manual.
- If you are unable to solve a problem using the solutions in this chapter, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* Do not turn off the machine's main power switch or remove the power plug while a job is being executed or processed. This may damage the hard drive or cause the data being stored or received to be lost.

- If you are unable to solve a problem using the information in this chapter, please contact your dealer or nearest SHARP Service Department.

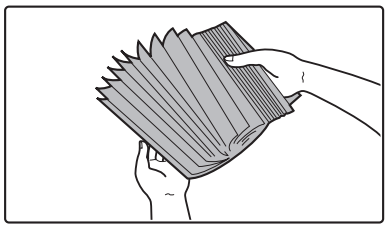
PROBLEMS RELATED TO MACHINE OPERATION

Problem	Point to check	Solution
Specified machine functions cannot be used.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use and page counts may be restricted in your user settings. Check with your administrator.
The operation panel cannot be used.	Is the main power indicator lit?	If the main power indicator is not lit, make sure that the power plug is firmly inserted in the power outlet, switch the main power switch to the "on" position. Hold down the [POWER] key (⏻) and turn on the power. ☞ TURNING THE POWER ON AND OFF (page 18)
	Did you just power on the machine?	After the [POWER] key (⏻) is turned on, the machine requires some time to complete warmup operation. During this time functions can be selected, however, a job cannot be run. Wait until a message appears indicating that the machine is ready.
	Is the [POWER SAVE] key (⏻) blinking?	Auto Power Shut-Off mode has activated. To return the machine to normal operation, press the [POWER SAVE] key (⏻). ☞ TURNING THE POWER ON AND OFF (page 18)
	Is a cover open or a device separated from the machine?	A warning message will appear when a cover is open or a device is separated from the machine. Read the message and take appropriate action.
	Did login fail three times in a row?	When "A Warning when Login Fails" is enabled in the system settings (administrator) and login fails 3 times in a row, a warning will be displayed and operation will lock for 5 minutes. After operation unlocks, log in using the correct user information. (If you do not know your user information, contact your administrator.)

Problem	Point to check	Solution
The operation panel cannot be used.	Does a message appear indicating that Auto Login failed?	Auto Login failed due to a problem on the network. Contact your administrator. If you are the administrator, touch the [Admin Password] key, log in as an administrator, and temporarily change the auto login settings in the system settings (administrator). (Restore the changed settings to their original state after the network problem has been solved.)
	Does the message "Call for service. Code:xx-xx*." appear in the touch panel? *Letters and numbers appear in xx-xx.	Make sure that data is being sent or received and then switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds and then switch the main power switch and the [POWER] key (⏻) back on in that order. ☞ TURNING THE POWER ON AND OFF (page 18) If the message still appears after switching the [POWER] key (⏻) and main power switch off and on several times, it is likely that a failure has occurred that requires service. In this event, stop using the machine, unplug the power plug, and contact your dealer or nearest SHARP Service Department. (When contacting your dealer or nearest SHARP Service Department, inform them of the displayed error code.)
Printing is not possible or stops during a job.	Is a tray out of paper?	Add paper as instructed by the message in the touch panel.
	Is the machine out of toner?	When toner runs low, a message will appear to inform you that the toner cartridge must be replaced. To replace the toner cartridge, see "REPLACING THE TONER CARTRIDGE" in the Maintenance Guide.
	Has a paper misfeed occurred?	Remove the misfeed as instructed by the message in the touch panel. ☞ "3. REMOVING MISFEEDS" in the Maintenance Guide
	Is the output tray full?	When the output tray becomes full, a detector activates and stops printing. Remove the output from the tray and resume printing.
	Is the toner collection container full?	Replace the toner collection container as instructed by the message in the touch panel. ☞ "REPLACING THE TONER COLLECTION CONTAINER" in the Maintenance Guide
	In the Paper Tray Settings of the system settings, are restrictions placed on the trays that can be used in each mode (copy, print, fax, Internet fax, and document filing)?	Check the Paper Tray Settings and see if checkmarks appear in the checkboxes of each mode (Feeding Approved Job). Functions without a checkmark cannot be used for printing using that tray. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change" > ☑ (Each mode)

Problem	Point to check	Solution
The original size is not automatically selected or the wrong size is selected.	Is the original curled or folded?	The correct original size cannot be detected if the original is curled or folded. Straighten the original.
	Did you place an original smaller than 5-1/2" x 8-1/2" (A5) size?	Original sizes smaller than 5-1/2" x 8-1/2" (A5) cannot be detected. Enter the original size manually. * When scanning a small original on the document glass, it is convenient to place a blank sheet of paper on top of the original which is the same size (8-1/2" x 11" (A4), 8-1/2" x 11"R (A4R), etc.) as the paper that you wish to use for printing.
The displayed bypass tray paper size is not correct.	Is the bypass tray extension pulled out?	When loading paper in the bypass tray, be sure to pull out the extension to enable the paper size to be detected correctly. ☞ LOADING PAPER IN THE BYPASS TRAY (page 48)

PROBLEMS RELATED TO PAPER FEEDING AND OUTPUT

Problem	Point to check	Solution
The original misfeeds (automatic document feeder).	Is too much paper loaded in document feeder tray?	Make sure that the stack of paper in the tray is not higher than the indicator line. ☞ PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER (page 53)
	Is the original a long original?	When using the automatic document feeder to scan a long original, set the scan size to [Long Size]. (Note that long originals cannot be copied using the copy function.)
	Is the original on thin paper?	Use the document glass to scan the original. If you need to use the automatic document feeder, use slow scan mode in the special modes to scan the original.
The paper misfeeds.	Is a torn piece of paper remaining in the machine?	Make sure all paper is removed. ☞ "3. REMOVING MISFEEDS" in the Maintenance Guide
	Is too much paper loaded in the tray?	Make sure that the stack of paper in the tray is not higher than the indicator line. ☞ 2. LOADING PAPER (page 26)
	Are multiple sheets feeding at once?	Fan the paper well before loading it. 
	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is not supported may result in misfeeds, creases, or smudges. ☞ "SUPPLIES" in the Safety Guide * For paper that is prohibited or not recommended, see "USEABLE PAPER" (page 27).
	Has the paper in the tray absorbed moisture?	If you will not be using paper in a tray for a long time, remove the paper from the tray and store it in a bag in a dark and dry location.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper. ☞ LOADING PAPER IN THE BYPASS TRAY (page 48)
	Is the bypass tray extension pulled out?	When loading a large size of paper, pull out the extension. ☞ LOADING PAPER IN THE BYPASS TRAY (page 48)
	Is the bypass feed roller dirty?	Clean the surface of the bypass feed roller. ☞ "CLEANING THE BYPASS FEED ROLLER" in the Maintenance Guide

Problem	Point to check	Solution
The paper misfeeds.	Is 5-1/2" x 8-1/2" (A5) size paper loaded?	Load 5-1/2" x 8-1/2" (A5) size paper in tray 4 (the second tray) or in the bypass tray. For the paper trays in which A5 size paper can be loaded, see "PAPER TRAY SETTINGS" (page 77). * When loading 5-1/2" x 8-1/2" (A5) size paper, place the paper in the horizontal (5-1/2" x 8-1/2"R (A5R)) orientation.
	Has the correct paper size been set?	If you are using a special size, be sure to specify the paper size. If the size of paper loaded in a tray was changed, be sure to check the paper size setting. ☞ PAPER TRAY SETTINGS (page 77)
	Did you add paper to the bypass tray?	When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result. ☞ LOADING PAPER IN THE BYPASS TRAY (page 48)
Paper does not feed from the paper tray.	Is the paper loaded correctly in the paper tray?	Set the guides to the size of the paper. Make sure the height of the paper does not exceed the indicator line. ☞ 2. LOADING PAPER (page 26)
	In the Paper Tray Settings of the system settings, are restrictions placed on the trays that can be used in each mode (copy, print, fax, Internet fax, and document filing)?	Check the Paper Tray Settings and see if checkmarks appear in the checkboxes of each mode (Feeding Approved Job). Functions without a checkmark cannot be used for printing using that tray. ☞ PAPER TRAY SETTINGS (page 77)
The image on paper is skewed.	Is too much paper loaded in the bypass tray?	Do not load more than the maximum number of sheets. The maximum number of sheets varies depending on the paper type setting. For more information, see the specifications in the Safety Guide.
	Are the bypass tray guides adjusted to the width of the paper?	Adjust the bypass tray guides to the width of the paper. ☞ LOADING PAPER IN THE BYPASS TRAY (page 48)
	Are the original guides adjusted to the width of the paper?	Adjust the original guides to the width of the paper. ☞ PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER (page 53)
The automatic document feeder does not operate.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

PROBLEMS RELATED TO QUALITY / PRINT RESULTS

Problem	Point to check	Solution
Lines appear in the scanned image.	Are the scanning areas of the document glass or automatic document feeder dirty?	Clean the scanning areas of the document glass or automatic document feeder. ☞ "CLEANING THE DOCUMENT GLASS AND AUTOMATIC DOCUMENT FEEDER" in the Maintenance Guide
	Is the bypass feed roller dirty?	Clean the surface of the bypass feed roller. ☞ "CLEANING THE BYPASS FEED ROLLER" in the Maintenance Guide
Smudges appear on printed output.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. ☞ "SUPPLIES" in the Safety Guide
Smudges appear on printed output.	Are you printing on pre-punched paper?	If the printed image overlaps the punch holes, smudges may appear on the reverse side of the paper following one-sided printing, or on both sides following two-sided printing. Take care that the image does not overlap the punch holes.
	Does a message appear indicating the need for maintenance?	Contact your dealer or nearest SHARP Service Department as soon as possible.
Toner does not adhere well or creases appear in the paper.	Are you using paper that is not within the specifications?	Use SHARP-recommended paper. Using paper that is for other models or special paper that is not supported may result in misfeeds, creases, or smudges. ☞ "SUPPLIES" in the Safety Guide
	Did you set the correct paper type?	Set the correct paper type in the tray settings. Make sure that the following has not occurred: • Heavy paper is being used, but a paper type other than heavy paper is selected in the tray settings. (The image may disappear if rubbed.) • Paper other than heavy paper is being used, but heavy paper is selected in the tray settings. (This may cause creases and misfeeds.) ☞ PAPER TRAY SETTINGS (page 77)
	Is the paper loaded so that printing takes place on the reverse side?	If printing takes place on the wrong side of label sheets or transparency film, the toner may not adhere well and a clear image may not be obtained.
Print quality is poor.	Is "Toner Save Mode" enabled?	When "Toner Save Mode" is enabled, printing takes place using less toner and thus the print result is lighter. Check with your administrator.

Problem	Point to check	Solution
Part of the image is cut off.	Has the correct paper size been set?	If you are using a special size, be sure to specify the paper size. If the size of paper loaded in a tray was changed, be sure to check the paper size setting. ☞ PAPER TRAY SETTINGS (page 77)
	Was the original placed in the correct position?	If you are using the document glass, be sure to place the original in the far left corner of the document glass. ☞ PLACING ORIGINALS IN THE AUTOMATIC DOCUMENT FEEDER (page 53)
Printing takes place on the wrong side of the paper.	Is the paper loaded with the print side facing in the correct direction?	• Trays 1 to 4: Load the paper with the front side facing down. • Bypass tray and tray 5, 6 and 7: Load the paper with the front side facing up.

PROBLEMS RELATED TO PERIPHERAL DEVICES

Problem	Point to check	Solution
The connected USB device cannot be used.	Is the USB device compatible with the machine?	Ask your dealer if the device is compatible with the machine.
	Is the connected USB device recognized correctly?	Use "USB-Device Check" in the system settings to check whether or not the device can be recognized. ☞ USB-DEVICE CHECK (page 81) If it is not recognized, connect it once again.
The finisher / saddle unit / saddle stitch finisher / inserter / folding unit does not operate.	Does a message appear indicating that you need to remove paper from the stapler compiler?	Remove all remaining paper from the stapler compiler.
	Is the [START] key (⏻) indicator on the operation panel turned off?	Configure the settings of punching or stapling on the operation panel. For more information, see "MANUAL FINISHING MODE" (page 65)
	Does an error message appear?	When the operation does not take place due to the problem such as paper misfeeds, you will be informed by the operation panel.
	Does the following message appear in the touch panel? "Call for service. Code:xx-xx* Please check the power of the finisher." *Letters and numbers appear in xx-xx.	Check peripheral devices and the power plug. Remove and then firmly reinsert the power plug, and restart the machine.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

Problem	Point to check	Solution
Stapling does not take place (including saddle stitch).	Does a message appear instructing you to check the staple unit?	Remove jammed staples. ☞ "3. REMOVING MISFEEDS" in the Maintenance Guide
	Does a message appear instructing you to add staples?	Replace the staple cartridge. Do not forget to replace the staple case. ☞ "2. REPLACING SUPPLIES" in the Maintenance Guide
	Is a different width of paper mixed in?	Stapling is not possible when paper of different widths are mixed together. To perform mixed size stapling, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] from [Mixed Size Original] in the special modes.
	Are there more sheets than can be stapled at once?	For the maximum number of sheets that can be stapled, see the specifications in the Safety Guide.
	Is a paper size that cannot be stapled included in the print job?	For the paper sizes that can be stapled, see the specifications in the Safety Guide.
	Is the paper type setting of the tray selected in the printer driver set to a paper type that cannot be stapled?	Check the paper type settings in the machine and select a tray that has paper that can be used for stapling*. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Stapling is not possible on labels, tab paper, transparency film, or envelopes. In addition, if "Disable Staple" is selected in the user type, stapling will not be possible.
	Is the paper type setting of the selected paper tray set to heavy paper?	Saddle stitch is not possible on heavy paper. (However, when cover insertion is selected, saddle stitch is possible when a single sheet of heavy paper is inserted for use as a cover.)
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

Problem	Point to check	Solution
Punching does not take place.	Does a message appear instructing you to check the punch module?	Dispose of punch scraps. ☞ "DISCARDING PUNCH WASTE" in the Maintenance Guide
	Is a different size of paper mixed in?	Punching is not possible when different widths of paper are mixed together. To perform mixed size punching, use paper of the same width and select the [Same Width] setting. When copying, select [Same Width] for [Mixed Size Original] in the special modes.
	Is a paper size that cannot be punched included in the print job?	For the paper sizes that can be punched, see the specifications in the Safety Guide.
	Is the tray selected in the printer driver set to a paper type that cannot be punched?	Check the paper type settings in the machine and select a tray that has paper that can be used for punching*. Click the [Tray Status] button in "Paper Selection" on the [Paper] tab of the printer properties window and check the paper type setting of each tray. * Punching is not possible on labels, tab paper, transparency film, and envelopes. In addition, if "Disable Punch" is selected in the user type, punching will not be possible.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
The stapling position or punch position is not correct.	Is the stapling position set correctly?	Check the stapling position setting. ☞ MANUAL FINISHING MODE (page 65) ☞ "OUT PUT" in the Copier Guide
	Are the punching positions set correctly?	Check the punch position settings. ☞ MANUAL FINISHING MODE (page 65) ☞ "OUT PUT" in the Copier Guide
	Is the orientation of inserting the paper correct? (when using the inserter)	Check the orientation of the paper. ☞ INSERTER (page 62)
Paper folding does not take place.	Are you using a paper size that cannot be folded?	Only specific paper sizes can be folded. Make sure that you are attempting to fold an allowed paper size. ☞ FOLDING UNIT (page 61)
Paper is folded in the wrong place.	Was the paper loaded in the wrong orientation?	Make sure that the paper is loaded in the correct orientation for folding. ☞ MANUAL FINISHING MODE (page 65) ☞ "OUT PUT" in the Copier Guide

OTHER PROBLEMS

Problem	Point to check	Solution
The touch panel screen is difficult to view.	Is the display contrast properly adjusted?	Touch the brightness adjustment key () on the system bar in the touch panel to adjust the brightness. ☞ SYSTEM BAR (page 15)
You were logged out without having performed logout yourself.	Did Auto Clear activate?	When user authentication is used, the currently logged in user will be automatically logged out if Auto Clear activates. (Except when in PC scan mode.) Log in again. If you are the administrator, you can change the time setting of Auto Clear or disable Auto Clear in "Auto Clear Setting". → System Settings (Administrator) > "Operation Settings" > "Other Settings" > "Auto Clear Setting"
You forgot the administrator password.	Was the administrator password changed from the factory default setting?	Contact your dealer or nearest SHARP Service Department. * For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide. After changing the password, take special care to remember it.

7 ENTERING TEXT

This chapter explains the text entry screen.

FUNCTIONS OF THE MAIN KEYS

Key	Description
Caps	This changes the text entry screen from the lower case screen to the upper case screen. The upper case screen will continue to appear until the [Caps] key is touched again so that it is no longer highlighted. The [Caps] key is convenient when you wish to enter all capital letters.
Shift	This key temporarily changes the keys in the text entry screen to upper case when lower case letters appear, or to lower case when upper case letters appear. Touch a letter key after touching the [Shift] key to enter that letter. After the letter is entered, the [Shift] key will no longer be highlighted and the original text entry screen will appear. The [Shift] key is convenient when you only need to enter one upper case letter or one lower case letter, or when you need to enter one of the symbols assigned to the numeric keys. To cancel selection of the [Shift] key, touch the [Shift] key again. The [Shift] key will no longer be highlighted.
Enter	Touch this key to enter a line break when entering the body text of an e-mail message.
←	Touch this key to delete the characters to the left of the cursor one character at a time.
Other Language	Touch this key to temporarily change the key layout of character entry mode to a different language. Select the key layout that you wish to use.
Space	Touch this key to enter a space between letters.
AltGr	This temporarily changes the entry screen to the accented letter and symbol entry screen. Touch a letter key after touching the [AltGr] key to enter that letter. After the letter is entered, the [AltGr] key will no longer be highlighted and the original text entry screen will appear. To cancel selection of the [AltGr] key, touch the [AltGr] key again. The [AltGr] key will no longer be highlighted.
← →	These keys move the cursor left and right.
↑ ↓	These keys move the cursor to the line above or below the current line during entry of the body text of an e-mail message.
Characters	Touch this key to select character entry mode.
Symbols	Touch this key to select symbol entry mode. Symbol mode is used to enter symbols and accented letters.
Pre-Set Select	Use this to retrieve a previously stored subject for e-mail or other pre-set text.
Cancel	Touch this key to return to the previous setting screen without entering text.
OK	Touch this key to enter the text that currently appears and return to the previous setting screen.

- "◀" in the text entry screen indicates how many characters can be entered. A number of characters greater than "◀" cannot be entered.
- The key layouts that can be selected vary depending on the language selected in "MFP Display Language Setting" in the system settings (administrator).
- The following symbols cannot be used when entering a file name or folder name.
 \ ? / " ; : , < > ! * | & #
 Some computer environments may not allow the use of spaces and the symbols indicated below. For example, hyperlinks will not operate correctly or nonsense characters may appear.
 $ % ' () + - . = @ [] ^ ` { } _

ENTERING TEXT FROM AN EXTERNAL KEYBOARD

An external keyboard can only be used as a alternative for the text entry screen that appears in the machine's touch panel.
The layout of the keys in the text entry screen in the touch panel differs slightly from the layout of the keys on the external keyboard.
Use a SHARP-recommended external keyboard.
For the recommended keyboards, please contact your dealer or nearest SHARP Service Department.

User's Guide

MODEL: MX-M850
MX-M950
MX-M1100



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MX-M950
MX-M1100

Copier Guide



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APPENDIX 135

ABOUT THIS MANUAL

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide (This manual)	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

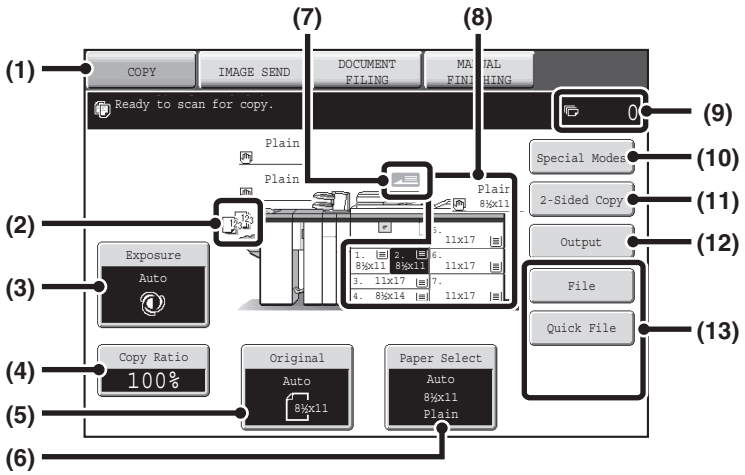
	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained. For detailed information on each system setting, see the Administrator's Guide.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1 BEFORE USING THE MACHINE AS A COPIER

This section provides information that you should know before using the machine as a copier.

BASE SCREEN OF COPY MODE

Touch the [COPY] key in the touch panel to open the base screen of copy mode.
The base screen shows messages and keys necessary for copying, and settings that have been selected.



Click a key in the screen to jump to an explanation of the key.

(1) Mode Select keys

Touch this key to change modes.
If you wish to switch to copy mode, touch the [COPY] key.

(2) Output display

When one or more output functions such as sort, group, staple sort, or saddle stitch have been selected, this shows the icons of the selected functions.
☞ OUTPUT (page 34)

(3) [Exposure] key

This shows the current copy exposure and original type settings. Touch this key to change the exposure or original type setting.
☞ CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE (page 24)

(4) [Copy Ratio] key

This shows the current copy ratio. Touch this key to adjust the copy ratio.
☞ REDUCTION/ENLARGEMENT/ZOOM (page 26)

(5) [Original] key

Touch this key to enter the original size manually. When an original is placed, the detected original size is displayed. If the original size is set manually, the set size appears.
☞ ORIGINAL SIZES (page 30)

(6) [Paper Select] key

Touch this key to change the paper (tray) that is used. The tray, paper size, and paper type will appear. Trays 1 to 7 can also be touched in the paper size display to open the same screen.
☞ PAPER TRAYS (page 14)

(7) Original feed display

This appears when an original is inserted in the automatic document feeder.

(8) Paper select display

This shows the size of paper loaded in each tray.
For the bypass tray, the paper type appears above the paper size.
The selected tray is highlighted.
The approximate amount of paper in each tray is indicated by . Trays 1 to 7 can be touched to open the same screen as when the [Paper Select] key is touched.
☞ PAPER TRAYS (page 14)

(9) Number of copies display

This shows the number of copies set.

(10) [Special Modes] key

Touch this key to select special modes such as Margin Shift, Edge Erase, and Dual Page Copy.
☞ SPECIAL MODES (page 43)

(11) [2-Sided Copy] key

Touch this key to select the 2-sided copying function.
☞ AUTOMATIC 2-SIDED COPYING (page 19)

(12) [Output] key

Touch this to select an output function such as sort, group, offset, staple sort, saddle stitch, punch, or paper folding.
☞ OUTPUT (page 34)

(13) Customized keys

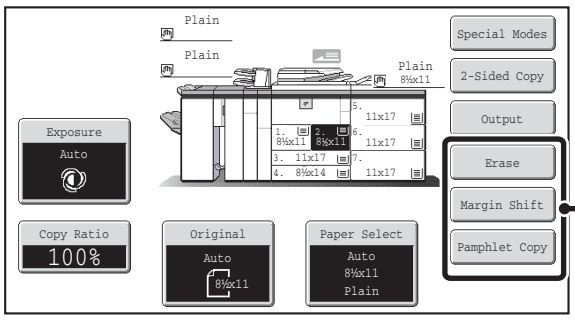
The keys that appear here can be changed to show settings or functions that you prefer. The following keys appear by factory default:
☞ Customizing displayed keys (page 8)
[File] key, [Quick File] key
Touch one of these keys to use the File function or Quick File function of document filing mode. These are the same [File] and [Quick File] keys that appear when the [Special Modes] key is touched. For information on the document filing function, see the "Document Filing Guide".

The screen explained in this section appears when a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed. The image will vary depending on the equipment installed.

Customizing displayed keys

Special mode keys and other keys can be displayed in the base screen. By assigning frequently used functions to these keys, you can access the functions with a single touch. To change the function that is assigned to a key, use "Customize Key Setting" in the Web pages.

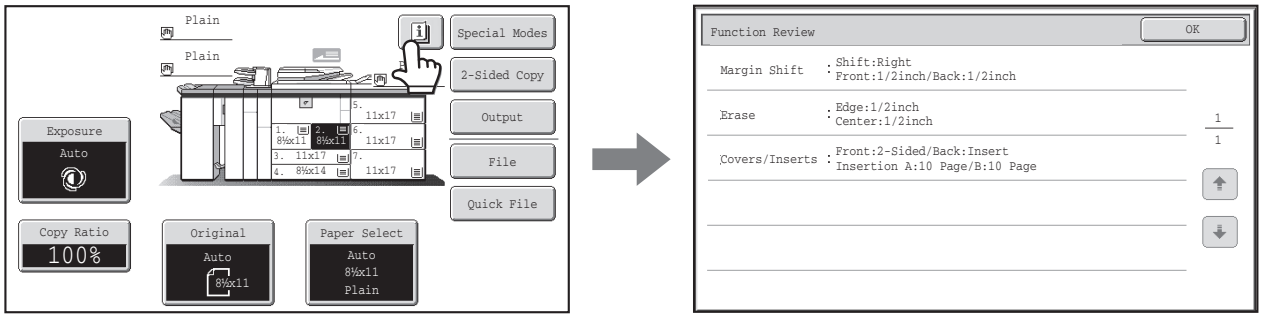
When "Erase", "Margin Shift", and "Pamphlet Copy" are assigned to the customized keys



System Settings (Administrator): Customize Key Setting
Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

Checking what special modes are selected

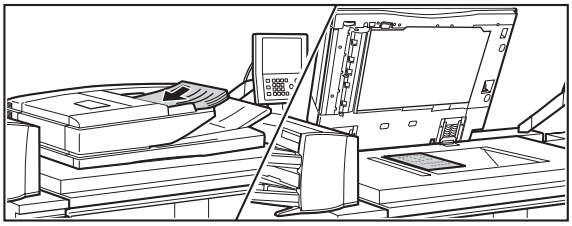
The [i] key appears in the base screen when one or more special modes are selected.
The [i] key can be touched to display the selected special modes. To close the screen, touch the [OK] key.



COPYING SEQUENCE

This section explains the basic procedure for copying. Select settings in the order shown below to ensure that the copy operation takes place smoothly.
For detailed procedures for selecting the settings, see the explanation of each setting in this manual.

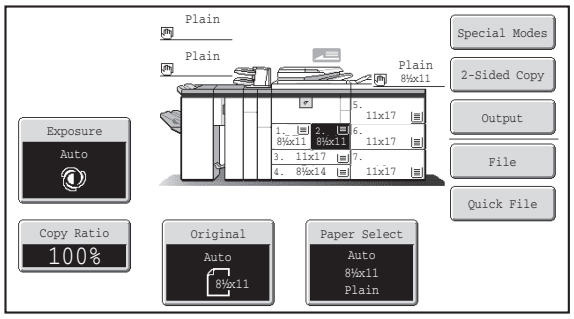
Place the original.



Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

* Depending on the copy functions used, there are also cases where functions are selected before the original is placed.

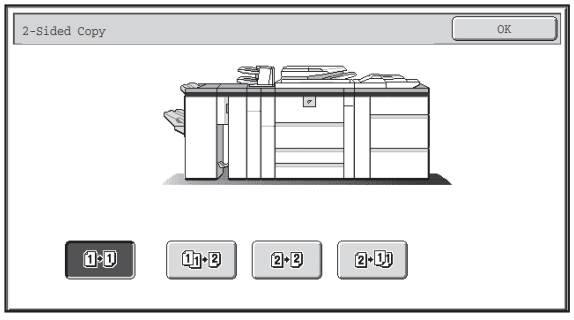
Basic copy settings



Select the basic copy settings.
The main settings are as follows:

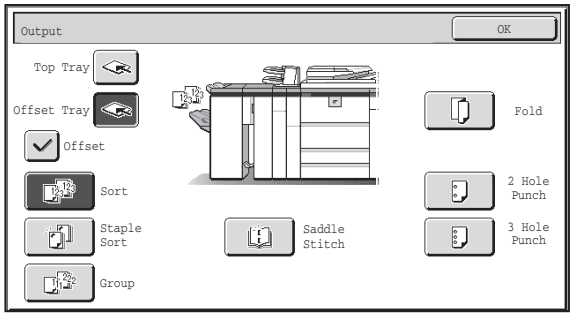
- Exposure and original type ☞CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE (page 24)
- Copy ratio ☞REDUCTION/ENLARGEMENT/ZOOM (page 26)
- Original size ☞ORIGINAL SIZES (page 30)
- Paper Settings ☞PAPER TRAYS (page 14)

2-sided copy settings



Select settings as needed for 2-sided copying and 2-sided scanning of the original.
☞ AUTOMATIC 2-SIDED COPYING (page 19)

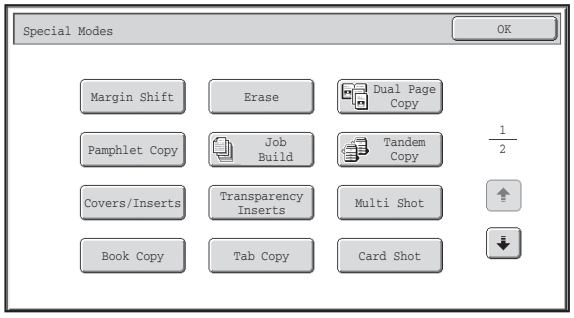
Output settings



Select copy output settings.
The main settings are as follows:

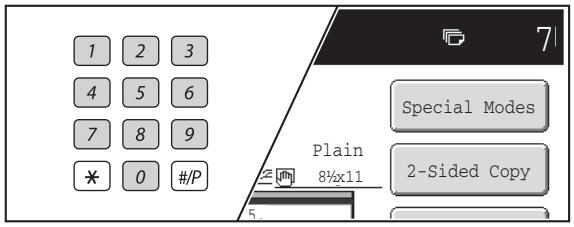
- Sort mode ☞SORT MODE (page 35)
- Group mode ☞GROUP MODE (page 35)
- Offset mode ☞OFFSET FUNCTION (page 35)
- Staple sort mode
 ☞STAPLE SORT FUNCTION / SADDLE STITCH FUNCTION (page 36)
- Saddle stitch function
 ☞STAPLE SORT FUNCTION / SADDLE STITCH FUNCTION (page 36)
- Punch function ☞PUNCH FUNCTION (page 38)
- Paper folding function ☞PAPER FOLDING FUNCTION (page 39)

Special mode settings



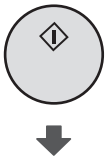
Select special modes such as "Margin Shift" and "Erase".
☞ 3. SPECIAL MODES (page 43)

Number of copies (sets) setting



Set the number of copies (number of sets).

Start copying.



Start copying.

Start scanning the original(s) and making copies.

- When one or more special modes are selected, the key appears in the base screen. Touch the key to display a list of the selected special modes. This lets you check what special modes are selected and the settings of each mode.
 ☞ Checking what special modes are selected (page 8)
- To store a copy job using the document filing function, select copy settings and then touch the [File] key or the [Quick File] key. For more information on the document filing function, see the Document Filing Guide.

To cancel all settings, press the [CLEAR ALL] key (CA).
When the [CLEAR ALL] key (CA) is pressed, all settings selected to that point are cleared and you will return to the base screen.

To stop scanning of the original and copying, press the [STOP] key ().
When the [STOP] key () is pressed, a message will appear asking you if you want to cancel the job. Touch the [Yes] key in the message screen.

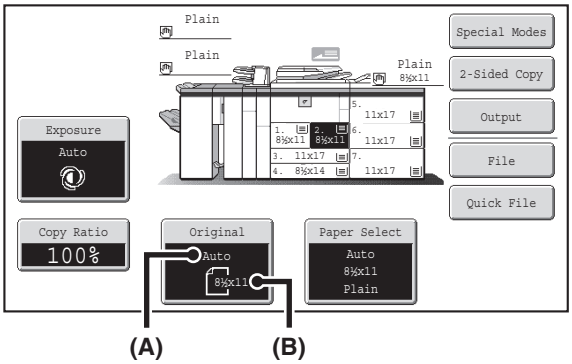
ORIGINALS

CHECKING THE ORIGINAL SIZE

When [Auto] appears in the [Original] key, the size of the placed original is automatically detected. The machine automatically detects the original size when an original is placed and displays the size in the [Original] key in the base screen.

Example of base screen

The original size is displayed.



(A) "Auto" appears when the automatic original detection function is operating.

(B) The original size is displayed. An icon shows the orientation of the original.

Standard sizes

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in the system settings (administrator). The factory default setting is "Inch-1".

List of original size detector settings

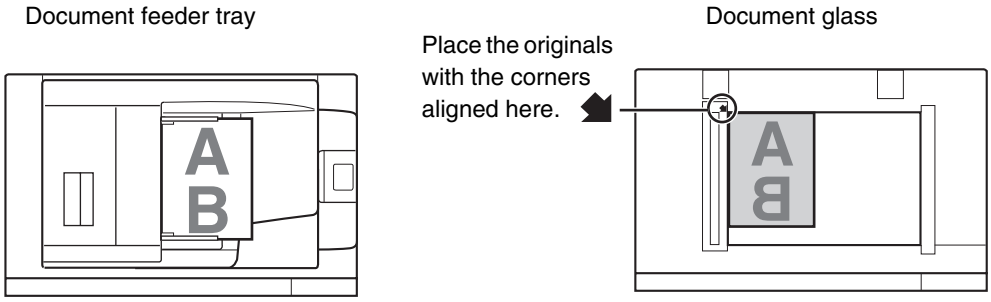
Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
INCH-2	11" x 17", 8-1/2" x 13" (216mm x 330mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216mm x 330mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
INCH-3	11" x 17", 8-1/2" x 13-2/5" (216mm x 340mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216mm x 340mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
AB-2	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13" (216mm x 330mm)	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 11", 8-1/2" x 13" (216mm x 330mm)
AB-3	A3, A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, A5R, B4, B5, B5R, 8K, 16K, 16KR, 11" x 17", 8-1/2" x 11", 8-1/2" x 13" (216mm x 330mm)
AB-4	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13-2/5" (216mm x 340mm)	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 11", 8-1/2" x 13-2/5" (216mm x 340mm)

- When the automatic original detection function is operating and the original is a non-standard size (an AB size or special size), the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.
☞ SPECIFYING THE ORIGINAL SIZE (page 30)
- When placing a non-standard size original on the document glass, you can make it easier for the size to be detected by placing a blank sheet of 8-1/2" x 11 (A4), 5-1/2" x 8-1/2" (B5), or other standard size of paper on top of the original.

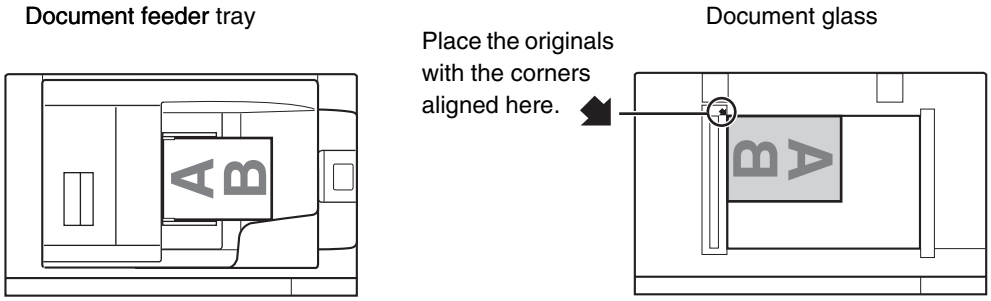
Standard original placement orientations

Place originals in the document feeder tray or on the document glass so that the top and bottom of the original are oriented as shown in the illustration. If the original is not oriented correctly and a function such as stapling is selected, the staple positions may not be correct. For more information on placing the original, see "3. ORIGINALS" in the User's Guide.

[Example 1]



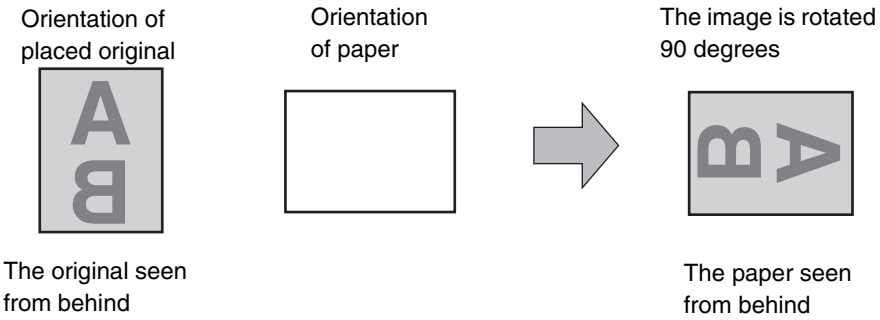
[Example 2]



Automatic copy image rotation (Rotation Copy)

If the orientation of the original and paper are different, the original image will be automatically rotated 90 degrees to match the paper. (When an image is rotated, a message is displayed.)

[Example]



This function operates in both auto paper selection mode and auto image mode. Rotation can be disabled using "Rotation Copy Setting" in the System Settings (Administrator).

PAPER TRAYS

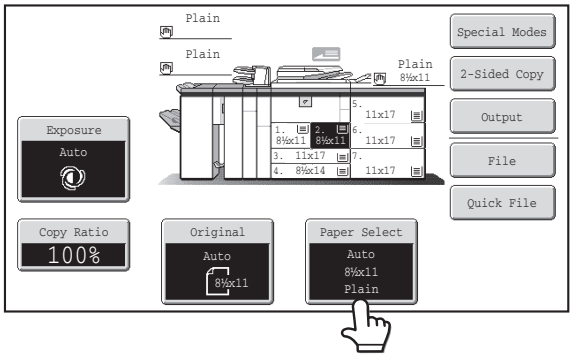
The machine is set to automatically select a tray containing plain or recycled paper of the same size as the original (automatic paper selection).

If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.

Selecting the paper tray manually

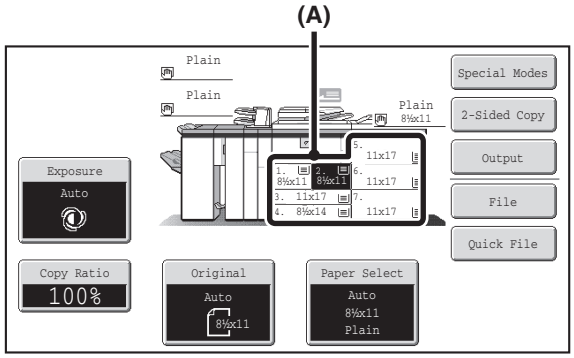
If the correct paper size is not selected or you wish to change the paper size, you can select the paper tray manually.

1

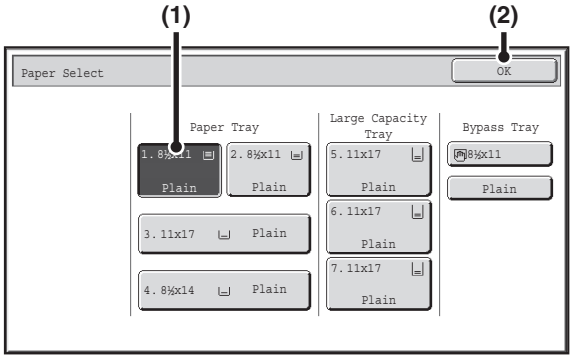


Touch the [Paper Select] key.

Open the paper tray settings screen.
You can also touch the paper size display (A) to open the paper tray settings.



2



Select the tray that you want to use.

(1) Touch the key of the desired tray.

(2) Touch the [OK] key.

You will return to the base screen and the selected tray will be highlighted.

To return to automatic paper tray selection, press the [CLEAR ALL] key (CA).

System Settings (Administrator): Paper Tray
Use this setting to change the tray that is selected by default.
System Settings (Administrator): Auto Selection Setting of Tray that is Supplied the Paper
If you added paper to a tray, the tray with the added paper will be automatically selected and the automatic paper tray selection function will not operate.

2 BASIC PROCEDURE FOR MAKING COPIES

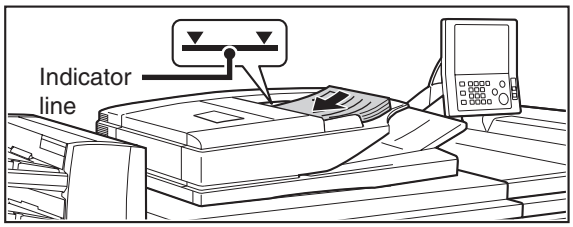
This chapter explains the basic procedures for making copies, including selection of the copy ratio and other copy settings.

MAKING COPIES

USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE COPIES

This section explains how to make copies (1-sided copies of 1-sided originals) using the automatic document feeder.

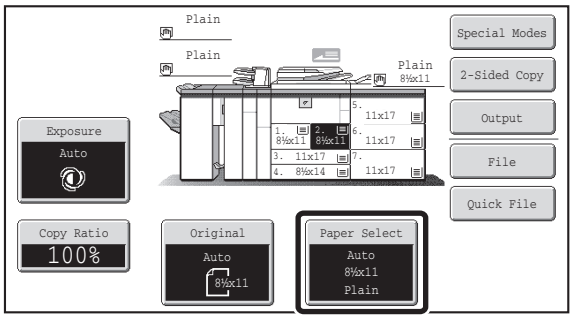
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2

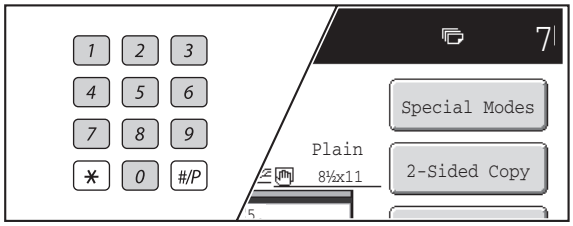


Check the paper to be used.

Make sure that the desired paper (tray) is selected.
To change the paper (tray), touch the [Paper Select] key.
☞ PAPER TRAYS (page 14)

Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3



Set the number of copies (number of sets) with the numeric keys.

- Up to 9999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.

If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

4

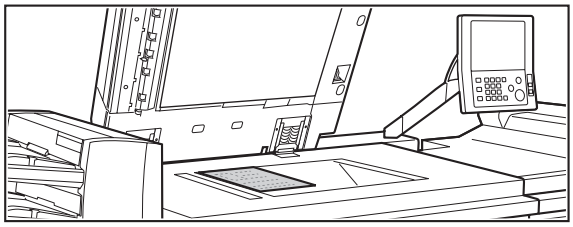
Press the [START] key ().

To cancel scanning of the original and copying...
Press the [STOP] key ().

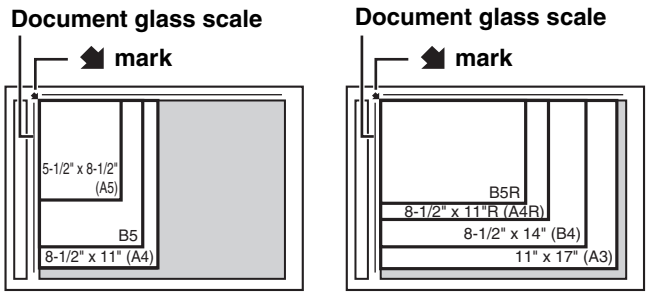
MAKING A COPY USING THE DOCUMENT GLASS

To make a copy of a book or other thick original that cannot be scanned with the automatic document feeder, open the automatic document feeder and place the original on the document glass. This section explains how to make a copy (1-sided copy of a 1-sided original) using the document glass.

1

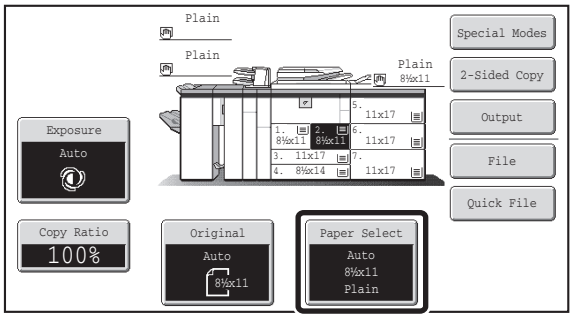


Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.



- Align the corner of the original with the tip of the arrow mark on the document glass scale.
- Place the original in the appropriate position for its size as shown above.

2

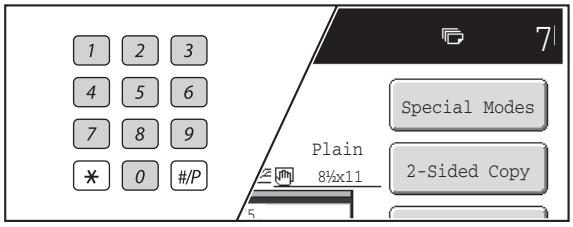


Check the paper to be used.

Make sure that the desired paper (tray) is selected.
To change the paper (tray), touch the [Paper Select] key.
☞ PAPER TRAYS (page 14)

Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3 Set the number of copies (number of sets) with the numeric keys.



- Up to 9999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.

If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

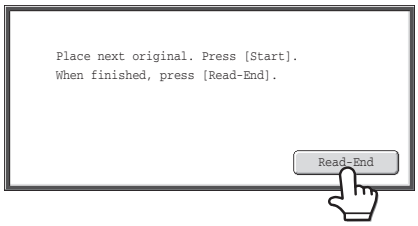
4 Press the [START] key ().

Normally copying will start.
Depending on the copy settings (2-sided copying, etc.), copying may not begin until all originals have been scanned. In this case, go to the next step.

5 Remove the original and place the next original, and then press the [START] key ().

Repeat this step until all originals have been scanned.
For the second original and following originals, use the same [START] key () as you did for the first original.

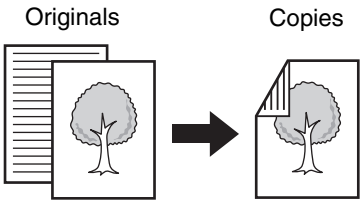
6 Touch the [Read-End] key.



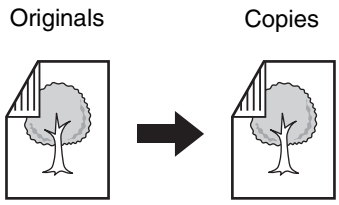
To cancel scanning of the original and copying...
Press the [STOP] key ().

AUTOMATIC 2-SIDED COPYING

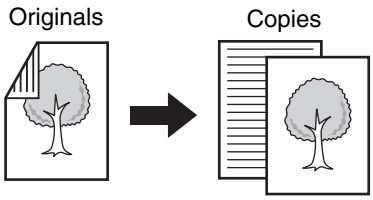
USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE 2-SIDED COPIES



Automatic 2-sided copying of 1-sided originals

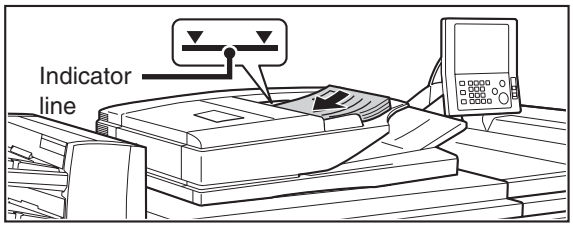


Automatic 2-sided copying of 2-sided originals



1-sided copying of 2-sided originals

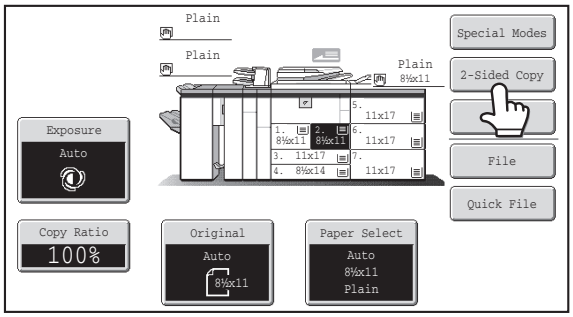
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

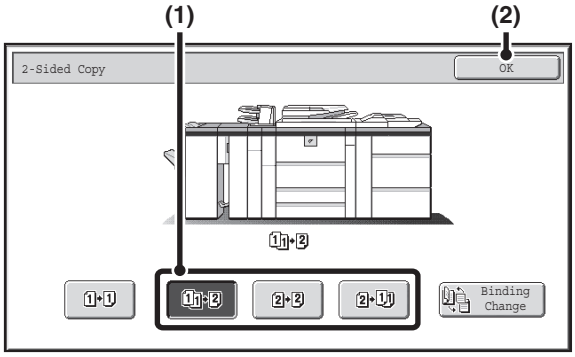
Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Touch the [2-Sided Copy] key.

3



Select the 2-sided copy mode.

(1) Touch the key of the desired mode.

1•2 : Automatic 2-sided copying of 1-sided originals

2•2 : Automatic 2-sided copying of 2-sided originals

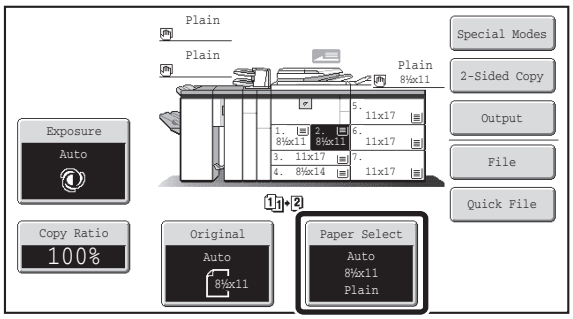
2•1 : 1-sided copying of 2-sided originals

(2) Touch the [OK] key.

To make 2-sided copies of a 1-sided portrait original placed horizontally, or to invert the reverse side with respect to the front side when copying a 2-sided original, touch the [Binding Change] key.

☞ Using the [Binding Change] key (page 20)

4

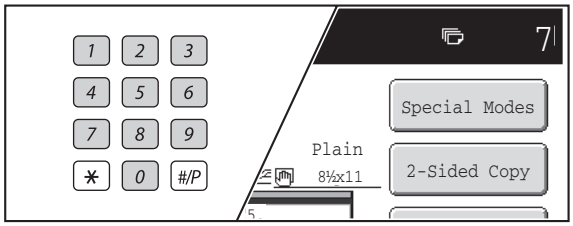


Check the paper to be used.

Make sure that the desired paper (tray) is selected.
To change the paper (tray), touch the [Paper Select] key.
☞ PAPER TRAYS (page 14)

Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.

- Up to 9999 copies (sets) can be set.
- If you are only making a single copy, the copy can be made with the copy number display showing "0".

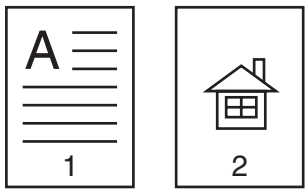
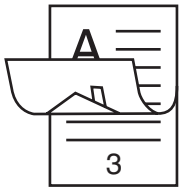
If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

6

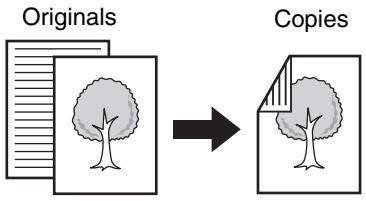
Press the [START] key ().

To cancel scanning of the original and copying...
Press the [STOP] key ().

Using the [Binding Change] key

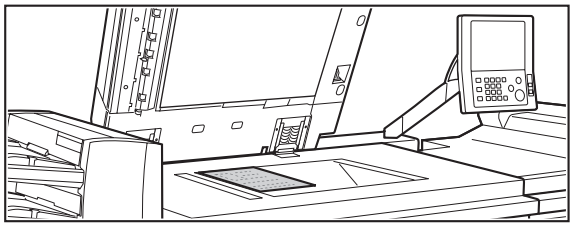
Originals	Binding Change is used	Binding Change is not used
	 The reverse side is upside down.	 The reverse side is not upside down.
	 Select this when the pages will be bound into a tablet.	 Select this when the pages will be bound into a booklet.

AUTOMATIC 2-SIDED COPYING USING THE DOCUMENT GLASS

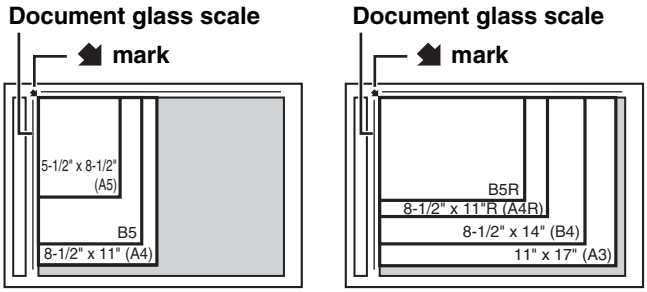


Automatic 2-sided copying of 1-sided originals

1

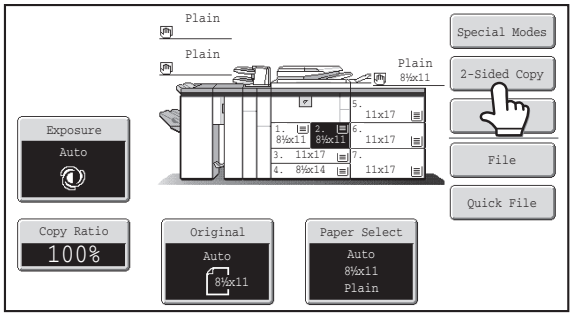


Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.



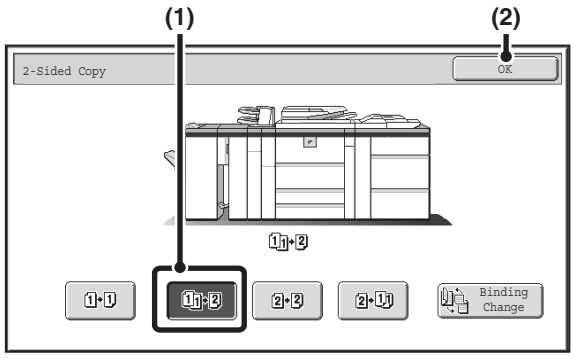
- Align the corner of the original with the tip of the arrow mark on the document glass scale.
- Place the original in the appropriate position for its size as shown above.

2



Touch the [2-Sided Copy] key.

3



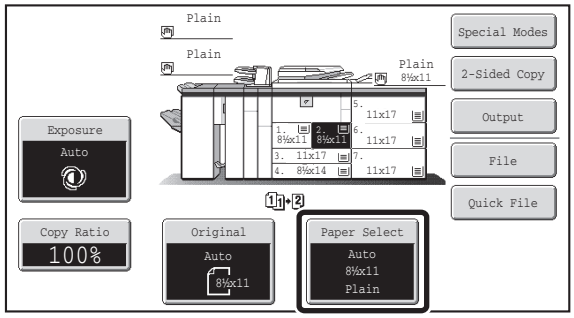
Select the 2-sided copy mode.

(1) Touch the [1-Sided to 2-Sided] key.

(2) Touch the [OK] key.

The [2-Sided to 2-Sided] key and [2-Sided to 1-Sided] key cannot be used when copying from the document glass.

4

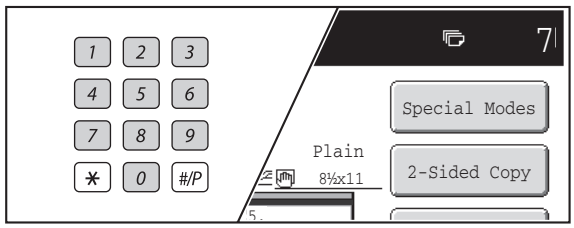


Check the paper to be used.

Make sure that the desired paper (tray) is selected.
To change the paper (tray), touch the [Paper Select] key.
☞ PAPER TRAYS (page 14)

Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.

- Up to 9999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.

If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

6

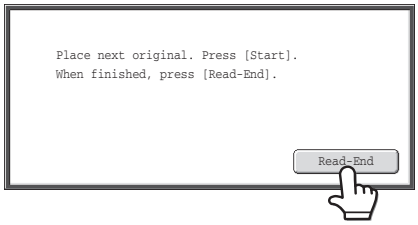
Press the [START] key ().

Scanning begins.

7 Remove the original and place the next original, and then press the [START] key ().

Repeat this step until all originals have been scanned.
For the second original and following originals, use the same [START] key () as you did for the first original.

8



Touch the [Read-End] key.

To cancel scanning of the original and copying...
Press the [STOP] key ().

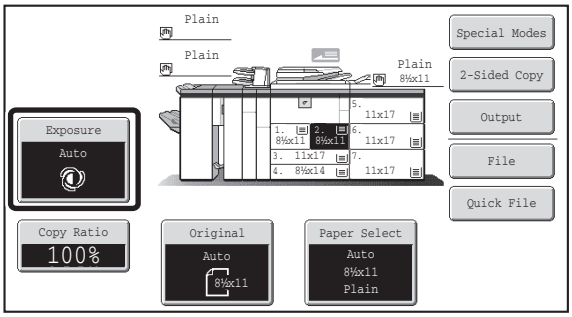
System Settings (Administrator): 2-Sided Copy
The default 2-sided copy mode can be changed.

CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

The exposure and original image type can be selected to obtain a clear copy.

AUTOMATIC ADJUSTMENT OF THE EXPOSURE AND ORIGINAL TYPE

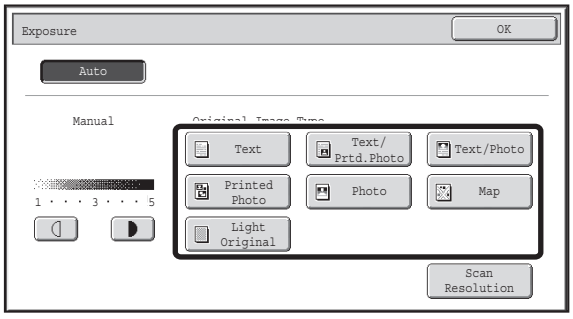
Automatic exposure adjustment operates by default to automatically adjust the exposure level and original type as appropriate for the original being copied. ("Auto" is displayed.)
Automatic adjustment takes place to enable optimum copying.



SELECTING THE ORIGINAL TYPE AND MANUALLY ADJUSTING THE EXPOSURE

If you wish to select the original type or manually adjust the exposure, touch the [Exposure] key in the base screen of copy mode and follow the steps below.

1



Select the original image type.

Touch the appropriate original image type key for the original.

To change the resolution...

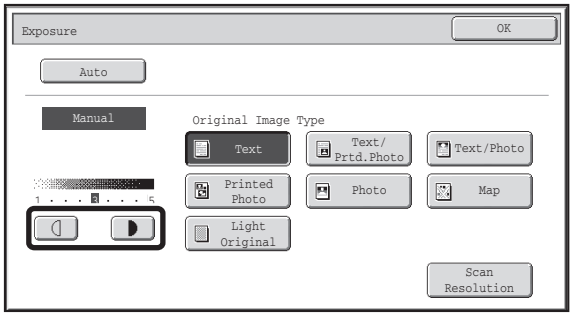
The resolution used to scan an original can be changed to obtain a sharper copy. To set the resolution, touch the [Scan Resolution] key .

☞ Changing the resolution (page 25)

● **Original image type select keys**

Mode	Description
Text	Use this mode for regular text documents.
Text/Prtd. Photo	This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
Text/Photo	This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on.
Printed photo	This mode is best for copying printed photographs, such as photos in a magazine or catalogue.
Photo	Use this mode to copy photos.
Map	This mode is best for copying the light color shading and fine text found on most maps.
Light Original	Use this mode for originals with light pencil writing.

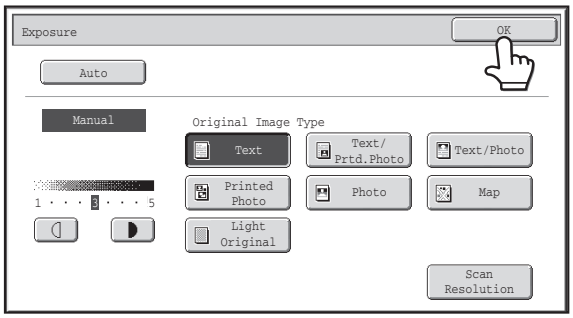
2



Adjust the exposure level.

Touch the ◑ key to make the copy darker.
Touch the ◐ key to make the copy lighter.

3



Touch the [OK] key.

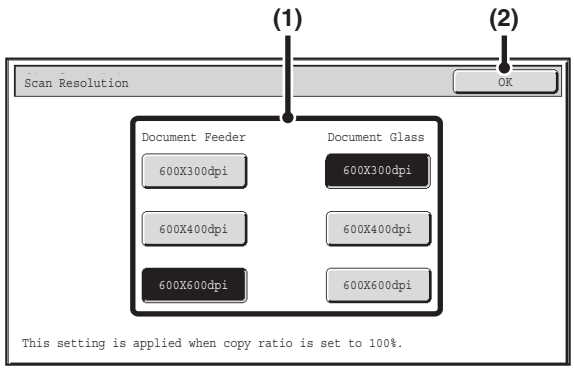
Changing the resolution

The resolution for scanning the original can be set separately for the automatic document feeder and the document glass.

1

Touch the [Scan Resolution] key and display the resolution settings screen.

2



Select the resolution.

(1) Touch the key of the desired resolution for the automatic document feeder and for the document glass.

(2) Touch the [OK] key.

Return to the screen of step 1 on page 24.

How to select the resolution

For normal text originals, 600X300dpi produces an image that is sufficiently legible. To bring out the detail in a photo or illustration image, or to clarify fine text, set the resolution to high resolution (600X600 dpi).

If [Auto] is selected but the darkness or lightness of the image does not seem quite right...
If the image seems too light or too dark when [Auto] is selected, the exposure level can be adjusted using "Copy Exposure Adjustment" in the system settings (administrator).

- **System Settings (Administrator): Exposure Type**
 This is used to change the default original image type.
- **System Settings (Administrator): Copy Exposure Adjustment**
 The exposure level used for automatic exposure adjustment can be adjusted.
- **System Settings (Administrator): 600dpiX600dpi Scanning Mode for Document Feeder/Quick Scan from Document Glass**
 The default resolution setting can be changed.

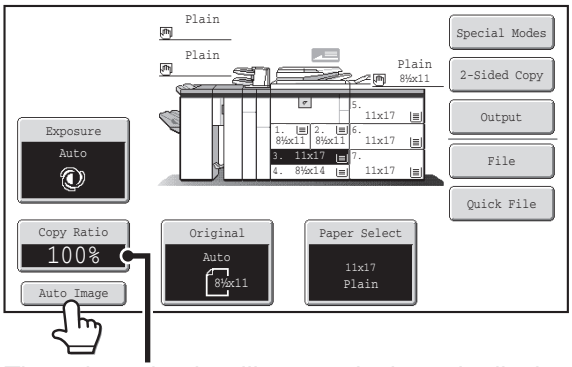
REDUCTION/ENLARGEMENT/ZOOM

AUTOMATIC RATIO SELECTION (Auto Image)

This section explains the automatic ratio selection function (Auto Image), which automatically selects the ratio to match the paper size.

When the paper tray is manually changed, the [Auto Image] key appears in the base screen of copy mode. Touch the [Auto Image] key to have the reduction or enlargement ratio automatically selected based on the original size and the selected paper size.

First place the original and select the paper tray, and then touch the [Auto Image] key.



The selected ratio will appear in the ratio display.

- If the message "Rotate original from to " is displayed, change the orientation of the original as indicated in the message.
- For a non-standard size original, the size must be entered in order to use Auto Image.

- **To cancel automatic ratio selection...**
 Touch the [Auto Image] key so that it is no longer highlighted.
- **To return the ratio to 100%...**
 To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.

System Settings (Administrator): Copy Ratio
This is used to change the default copy ratio.

MANUALLY SELECTING THE RATIO (Preset ratios/Zoom)

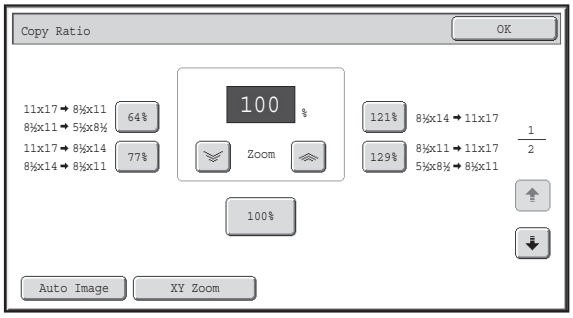
Touch the [Copy Ratio] key in the base screen of copy mode to select one of four preset enlargement ratios or four preset reduction ratios (maximum 400%, minimum 25%).
In addition, the zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.

1

Set the ratio.

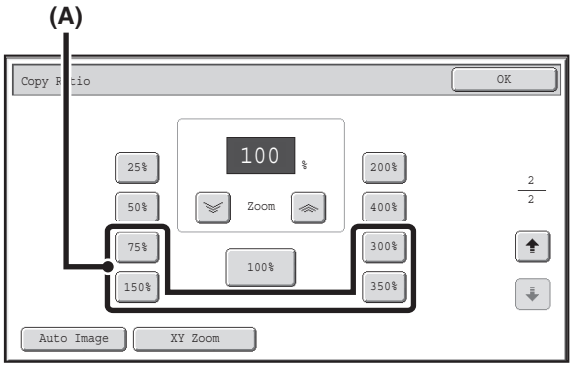
Touch a preset ratio key and/or the zoom keys to set the ratio. There are two setting screens. Use the [▼] [▲] keys to switch between the screens.

● 1st screen



- Enlargement keys (2 ratios): 121% and 129%
- Reduction keys (2 ratios): 64% and 77%
- [100%] key

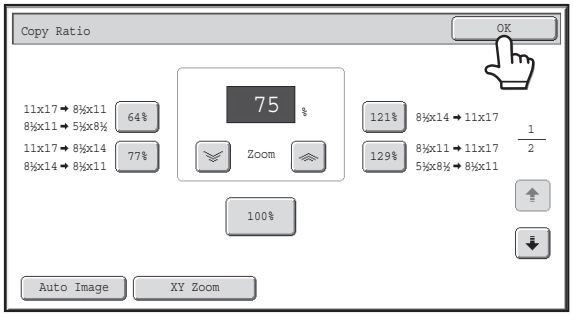
● 2nd screen



- Enlargement keys (2 to 4 ratios)
 200%, 400%, any ratio (max. of two)
- Reduction keys (2 to 4 ratios)
 25%, 50%, any ratio (max. of two)
- [100%] key

- **(A) keys**
 The keys marked (A) can be set to show any ratio using "Add or Change Extra Preset Ratios" in the system settings (administrator).
- To quickly select a ratio, touch a reduction or enlargement key to select a ratio close to the desired ratio and then use the zoom keys for fine adjustment.
- The zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.
 Touch the [▲] key to increase the ratio, or the [▼] key to decrease the ratio. (If you continue to touch the [▼]/[▲] key, the ratio will change automatically. After 3 seconds, the ratio will change rapidly.)
- If the message "Image is larger than the copy paper." appears when an enlargement ratio is selected, the image may not fit on the paper.

2



Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.

When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both 25% to 200%.

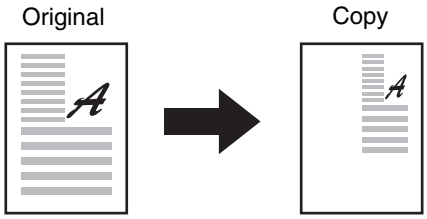
To return the ratio to 100%...
To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.

System Settings (Administrator): Add or Change Extra Preset Ratios
Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.

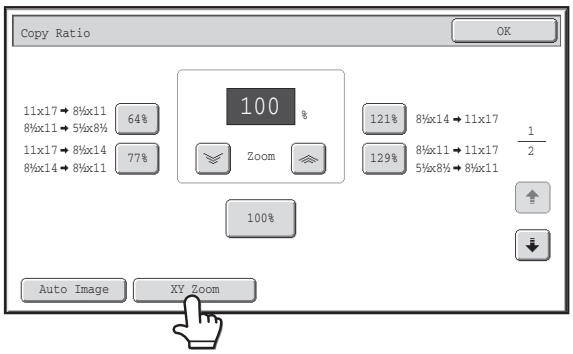
ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY (XY Zoom)

The XY Zoom feature allows the horizontal and vertical copy ratios to be changed separately.
Both the horizontal and vertical ratios can be set from 25% to 400% in increments of 1%.
Touch the [Copy Ratio] key in the base screen of copy mode and then follow the steps below.

When 50% is selected for the horizontal ratio and 70% is selected for the vertical ratio

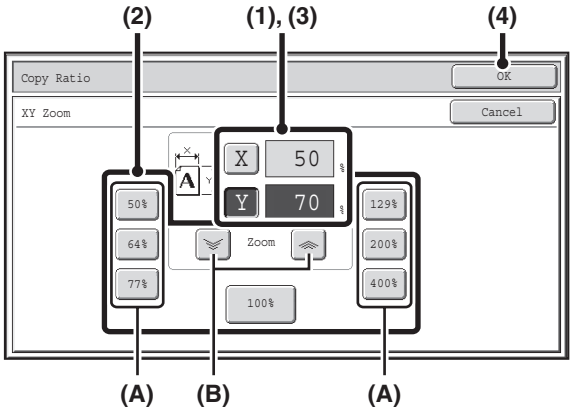


1



Touch the [XY Zoom] key.

2



Set the horizontal and vertical ratios.

(1) Touch the [X] key.

The [X] key will be highlighted and the horizontal ratio can be set.

(2) Touch one of the preset ratio keys (A) and the zoom keys (B) to set the X (horizontal) ratio.

(A) A touched preset ratio key will not be highlighted.
(B) The zoom keys can be touched to set the ratio from 25% to 400% in increments of 1%.

(3) Touch the [Y] key and set the Y (vertical) ratio in the same way as the [X] key.

(4) Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.

To quickly select a ratio, touch a preset ratio key (A) to select a ratio close to the desired ratio and then use the zoom keys (B) for fine adjustment.

When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both 25% to 200%.

To cancel an XY zoom setting...
To cancel an XY Zoom setting, touch the [XY Zoom] key or the [Cancel] key.

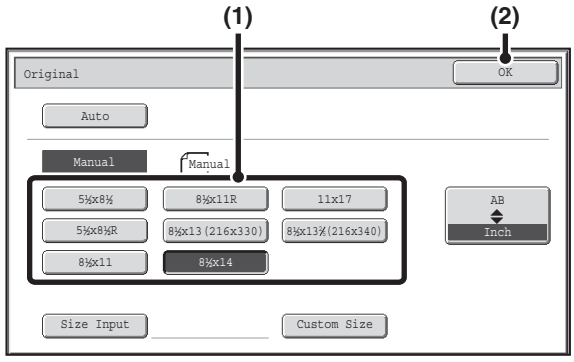
ORIGINAL SIZES

SPECIFYING THE ORIGINAL SIZE

When the original size is a non-standard size or is not detected correctly, manually specify the original size.
Touch the [Original] key in the base screen of copy mode and then follow the steps below.

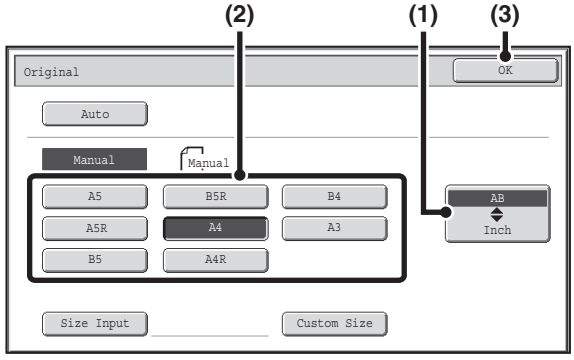
Specifying an inch original size

Touch the appropriate original size key and then the [OK] key.



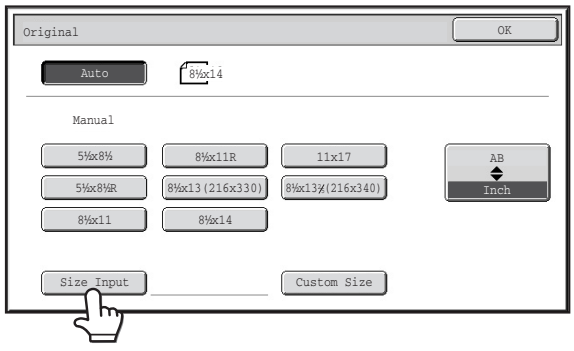
Specifying an AB original size

Touch the [AB ⬍ Inch] key, touch the appropriate original size key, and then touch the [OK] key.



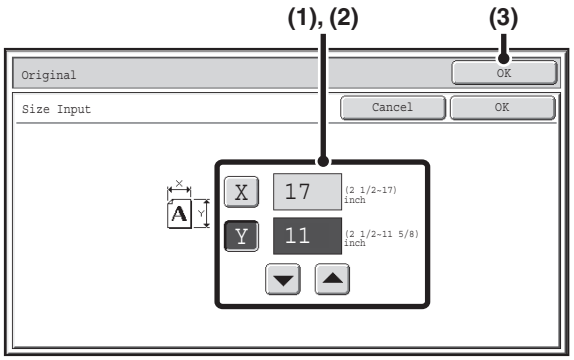
Specifying a non-standard original size

1



Touch the [Size Input] key.

2



Enter the original size.

(1) Enter the X (horizontal) dimension of the original.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the ▼ ▲ keys. When the document glass is used, a number from 2-1/2" to 17" (64 mm to 432 mm) can be entered.
When the automatic document feeder is used, a number from 5-1/2" to 17" (140 mm to 432 mm) can be entered.
If the horizontal dimension of the original is less than 5-1/2" (140 mm), use the document glass.

(2) Enter the Y (vertical) dimension of the original.

Touch the [Y] key and enter the Y (vertical) dimension of the original with the ▼ ▲ keys. When the document glass is used, a number from 2-1/2" to 11-5/8" (64 mm to 297 mm) can be entered.
When the automatic document feeder is used, a number from 5-1/2" to 11-5/8" (140 mm to 297 mm) can be entered.
If the vertical dimension of the original is less than 5-1/2" (140 mm), use the document glass.

(3) Touch the [OK] key.

You will return to the base screen.
Make sure that the entered dimensions appear in the [Original] key.

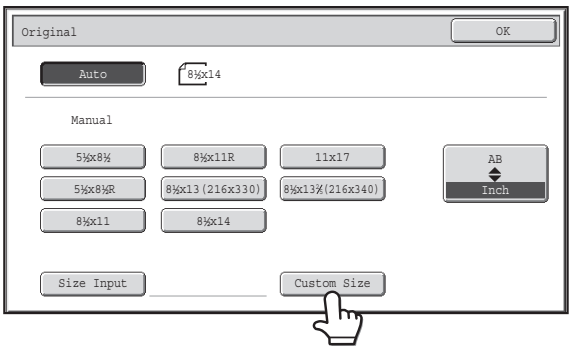
STORING FREQUENTLY USED ORIGINAL SIZES

You can save special original sizes that you frequently use. This section explains how to store, retrieve, change, and delete special original sizes.

Storing original sizes (editing/clearing)

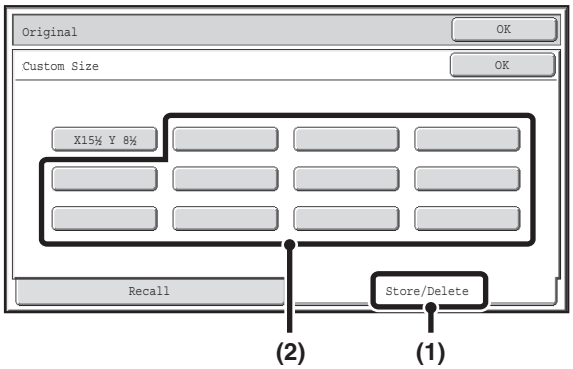
Up to 12 special original sizes can be stored.
Touch the [Original] key in the base screen of copy mode and then follow the steps below.

1



Touch the [Custom Size] key.

2



Store the original size.

(1) Touch the [Store/Delete] tab.

(2) Touch a key for storing a custom original size.

Touch a key that does not show a size ().

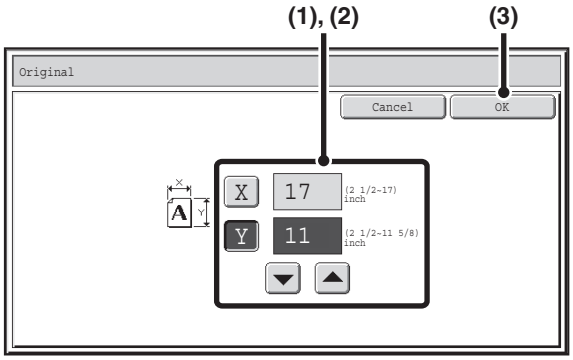
If you wish to edit or clear a previously stored key...

Touch the key that you want to edit or clear. The following screen will appear.



- To edit the key, touch the [Modify] key and go to the next step.
- To clear the key, touch the [Delete] key. Make sure that the original size has been cleared and touch the [OK] key.

3



Enter the original size.

(1) Enter the X (horizontal) dimension of the original.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the keys. A dimension from 2-1/2" to 17 (64 mm to 432 mm) can be entered.

(2) Enter the Y (vertical) dimension of the original.

Touch the [Y] key and enter the Y (vertical) dimension of the original with the keys. A dimension from 2-1/2" to 11-5/8" (64 mm to 297 mm) can be entered.

(3) Touch the [OK] key.

The stored original size will be retained even if the main power is turned off.

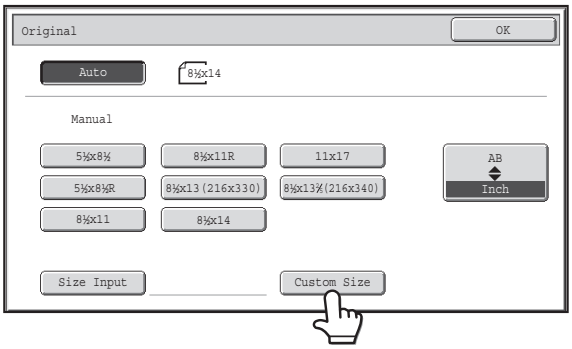
To cancel the operation...

Press the [CLEAR ALL] key (CA).

Retrieving a stored original size

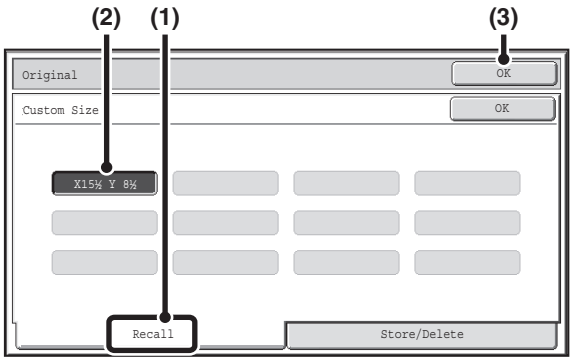
To retrieve a stored original size, touch the [Original] key in the base screen of copy mode and perform the steps below.

1



Touch the [Custom Size] key.

2



Retrieve the desired stored original size.

(1) Touch the [Recall] tab.

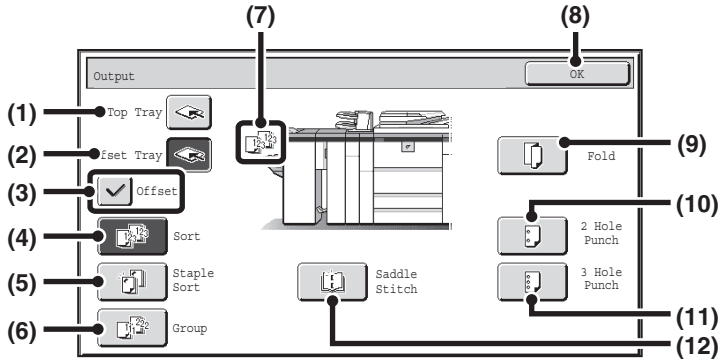
(2) Touch the key of the original size that you wish to retrieve.

(3) Touch the [OK] key.

To cancel the operation...
Press the [CLEAR ALL] key (CA).

OUTPUT

The [Output] key can be touched in the base screen of copy mode to select sort, group, offset and other finishing functions, as well as the output tray. All settings are explained below, and it is assumed that a finisher, punch module, saddle unit, and paper folding unit are installed.



(1) [Top Tray] key ([Output Tray] key*)

When a finisher or saddle stitch finisher is installed, output is delivered to the top tray. When the top tray is selected, the offset, staple sort, and saddle stitch functions cannot be used.

* When a finisher or saddle stitch finisher is not installed, this key is the [Output Tray] key.

(2) [Offset Tray] key

When a finisher or saddle stitch finisher is installed, output is delivered to the offset tray. When the [Staple Sort] key is selected, the [Offset Tray] key is automatically selected.

(3) [Offset] key

This is used to offset each set of output from the previous set.

The offset function operates when the checkbox is selected ☑ and does not operate when the checkbox is not selected ☐.

☞ OFFSET FUNCTION (page 35)

(4) [Sort] key

This is used to sort (collate) output into sets.

☞ SORT MODE (page 35)

(5) [Staple Sort] key

This is used to sort output into sets, staple each set, and deliver the sets to the tray. (Note that the sets will not be offset in the output tray.) When this function is selected, three keys will appear for selecting the staple position.

☞ STAPLE SORT FUNCTION / SADDLE STITCH FUNCTION (page 36)

(6) [Group] key

This is used to group copies by page.

☞ GROUP MODE (page 35)

(7) Output display

An icon will appear to indicate the output mode.

(8) [OK] key

Touch this key to close the output screen and return to the base screen.

(9) [Fold] key

Touch this key to fold the paper in half and then fold one side back.

This appears when a paper folding unit is installed.

☞ PAPER FOLDING FUNCTION(page 39)

(10) [2 Hole Punch] key

Two holes can be punched in printed paper.

This appears when a punch module is installed.

☞ PUNCH FUNCTION (page 38)

(11) [3 Hole Punch] key

Three holes can be punched in printed paper.

This appears when a punch module is installed.

☞ PUNCH FUNCTION (page 38)

(12) [Saddle Stitch] key

This is used to staple and fold each set of copies at the centerline.

This appears when a saddle unit or saddle stitch finisher is installed.

☞ STAPLE SORT FUNCTION / SADDLE STITCH FUNCTION (page 36)

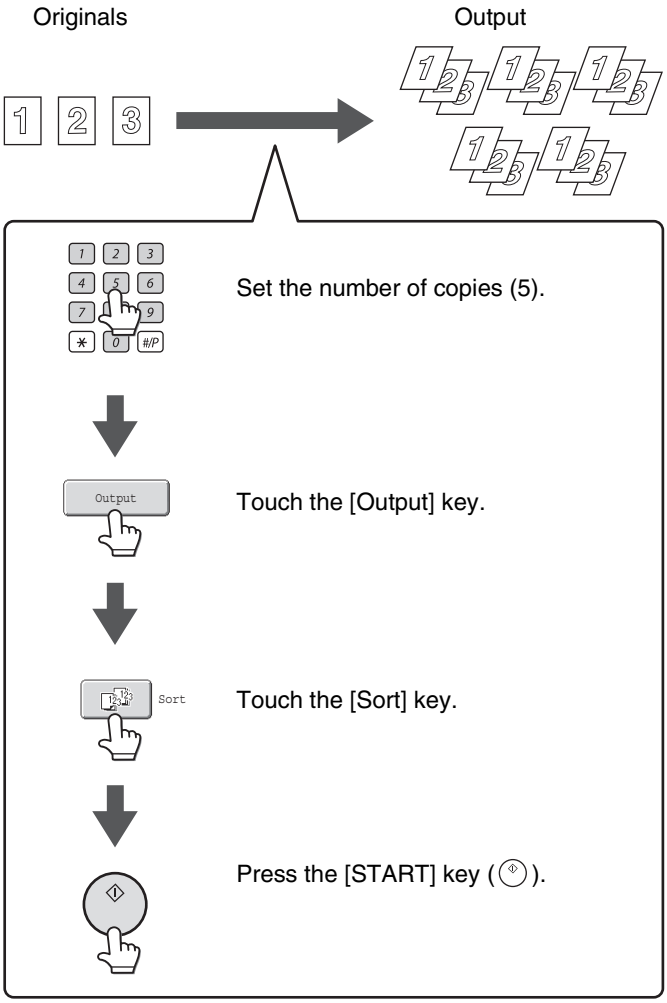
When this key is touched, the saddle stitch setting screen appears. (Only when "Automatic Saddle Stitch" is enabled in the system settings (administrator).)

It may not be possible to use some functions, depending on the peripheral devices that have been installed. If the keys in your screen are not the same as in the above screen, check what devices have been installed.

SORT MODE

This is used to sort (collate) output into sets.

Example: Sorting the output into 5 sets

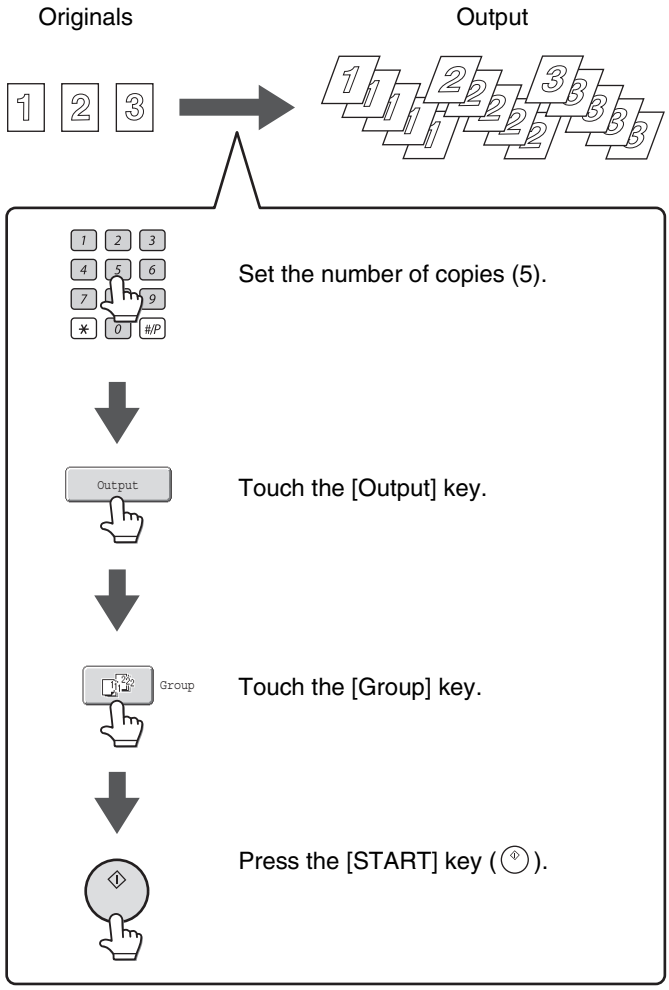


- The sort function is automatically selected when originals are placed in the automatic document feeder.
- When the Quick File Folder for document filing is full, copying of a large number of originals using the sort function will be impeded. Delete unneeded files from the Quick File Folder.

GROUP MODE

This function groups copies by page.

Example: Groups of 5 copies of each page

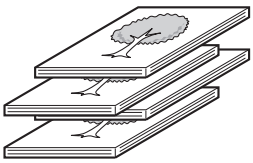


The group function is automatically selected when an original is placed on the document glass.

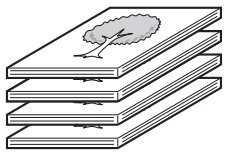
OFFSET FUNCTION

This function offsets each set of copies from the previous set in the output tray, making it easy to separate sets of copies.

Offset function "ON"



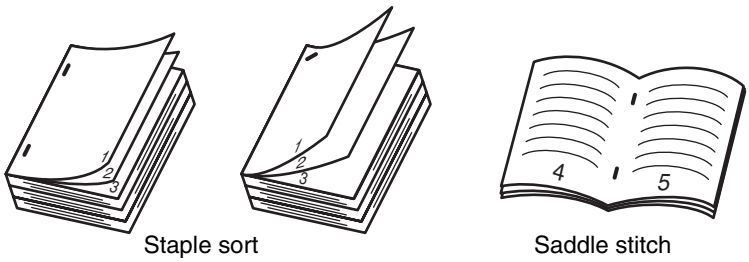
Offset function "OFF"



- The offset function can be used when a finisher or saddle stitch finisher is installed.
- The offset function cannot be selected when the staple sort function is selected.

STAPLE SORT FUNCTION / SADDLE STITCH FUNCTION

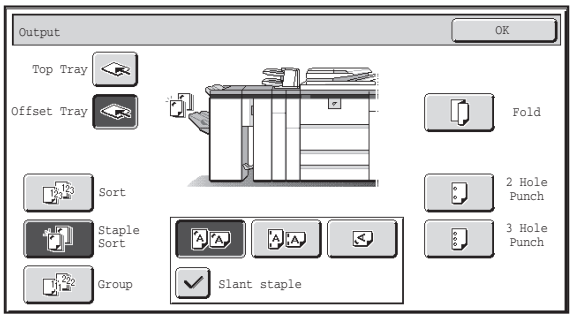
The staple sort function sorts output into sets, staples each set, and delivers the sets to the tray.
The saddle stitch function staples each set in 2 places at the centerline and folds the stapled set.
Paper that can be used for the saddle stitch function is 8-1/2" x 11"R to 12" x 18" (16 lbs. to 24 lbs.) (B5R to A3W (60 g/m^2 to 90 g/m^2)).
The relations between the stapling positions, paper orientation, permitted paper sizes for stapling, and number of sheets that can be stapled are shown below.
For the sizes and number of paper sheets that can be stapled at once, see the specifications in the Safety Guide.
For original placement orientations, see "ORIGINAL PLACEMENT ORIENTATION (FOR THE STAPLE SORT AND PUNCH FUNCTIONS)" (page 38).



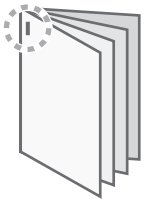
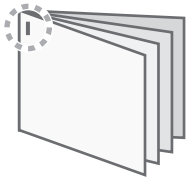
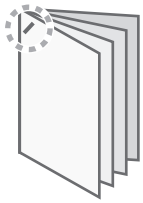
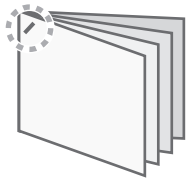
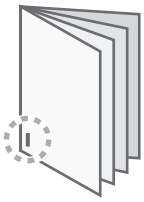
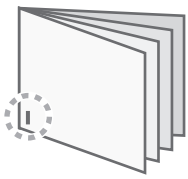
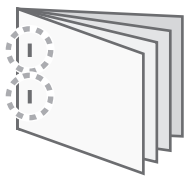
Staple sort　　Saddle stitch

Staple sort function

Touch the [Staple Sort] key in the output screen to display the following screen.
Touch the key of the desired stapling position, and touch the [OK] key.



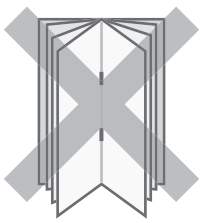
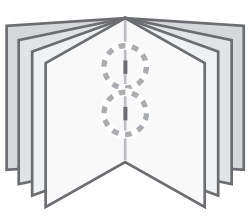
Stapling positions and stapling results

Stapling positions		Stapling result	
		Vertically-oriented paper	Horizontally-oriented paper
1 staple at top left corner 	 Slant staple		
	 Slant staple		
1 staple at bottom left corner 			
2 staples at left edge 			

Slanted stapling can be used when one staple at the top of the paper is selected

Saddle stitch function

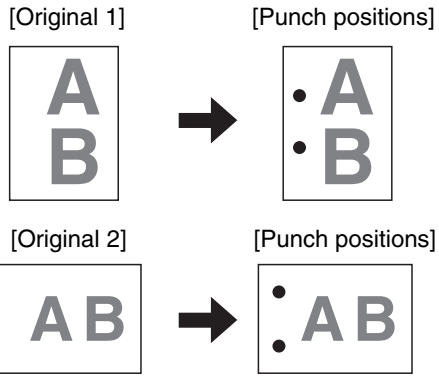
To select saddle stitch, touch the [Saddle Stitch] key in the output screen. If "Automatic Saddle Stitch" is enabled in the system settings (administrator), the saddle stitch settings screen in the special modes will automatically appear.
For information on saddle stitch, see "MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)" (page 51).

Saddle stitch	Result	
	Vertically-oriented paper	Horizontally-oriented paper
		

PUNCH FUNCTION

If an optional punch module is installed, holes can be punched in output.
The [2 Hole Punch] key can be touched in the output screen to selecting two-hole punching. The [3 Hole Punch] key can be touched to select three-hole punching.
When the finisher is installed, 5-1/2" x 8-1/2" to 11" x 17" (16 lbs. to 65 lbs. cover) (A5 to A3 (52 g/m2 to 176 g/m2)) paper can be used. However, 12" x 18" (A3W) sized paper and special media such as transparency film and tab paper cannot be used.
For detailed information on the sizes and types of paper that can be punched, see the specifications in the Safety Guide.

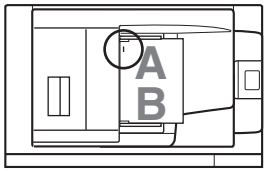
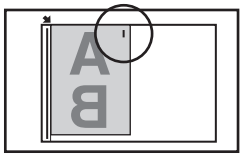
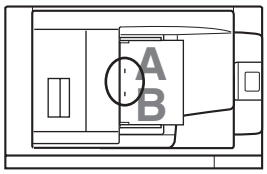
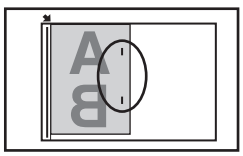
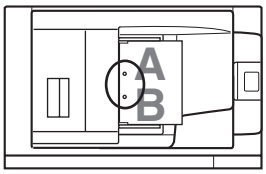
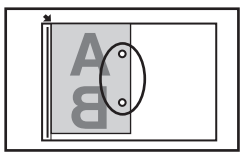
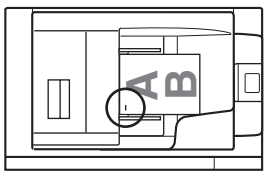
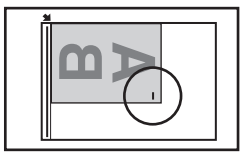
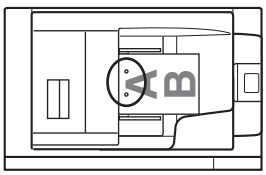
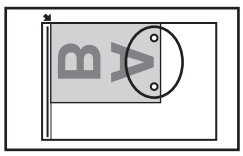
[Examples]



- When the hole punch function is selected, the saddle stitch or paper folding function cannot be used.
- Tab paper can be punched manually using the inserter. For more information, see "INSERTER" in the User's Guide.
- When the finisher (for the MX-M850) or the saddle stitch finisher is installed, 8-1/2" x 11R" to 11" x 17" (16 lbs. to 90 lbs. index) (B5R to A3 (52 g/m2 to 163 g/m2)) paper can be used.

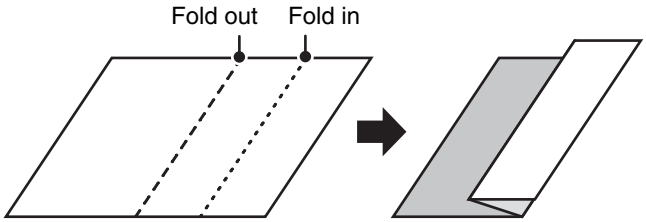
ORIGINAL PLACEMENT ORIENTATION (FOR THE STAPLE SORT AND PUNCH FUNCTIONS)

When using the staple sort function or the punch function, the original must be placed as shown below to enable stapling or punching in the desired position on the paper.

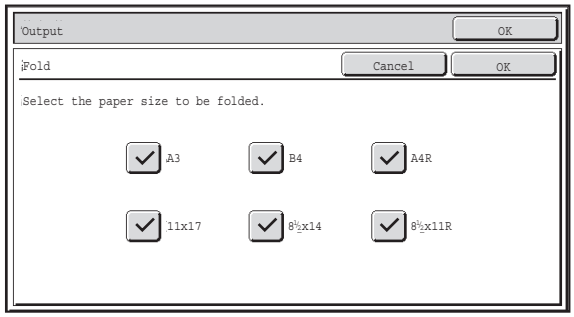
Staple sort		Punch	
Document feeder tray	Document glass	Document feeder tray	Document glass
			
			
			

PAPER FOLDING FUNCTION

When the paper folding unit is installed, output can be folded to reduce the paper size by a half.
Paper sizes that can be folded using the paper folding function are 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", A4R, B4, and A3. For detailed information on the sizes and types of paper that can be folded, see the specifications in the Safety Guide.



The following screen appears when the paper folding key is touched.
Select the checkbox ☑ of the paper size that you wish to use for paper folding and then touch the [OK] key. The paper folding icon () will appear in the base screen.

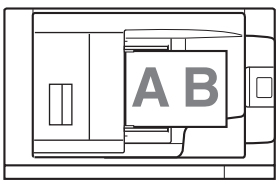
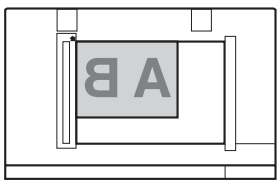
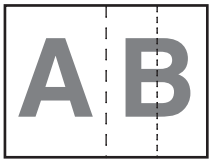
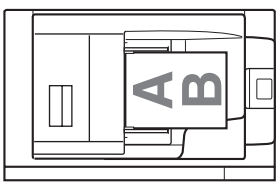
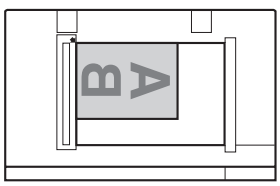
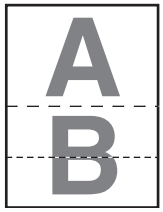


Loaded paper size	Paper size after folding
8-1/2" x 11"R	5-1/2" x 8-1/2"
8-1/2" x 14	7" x 8-1/2"
11" x 17"	8-1/2" x 11"
A4R	A5
B4	B5
A3	A4

- Special media such as transparency film and tab paper cannot be used.
- When 8-1/2" x 11"R, 8-1/2" x 14" or A4R paper is folded, it cannot also be stapled.
- When the paper folding function is selected, the saddle stitch or hole punch function cannot be used.

Original placement orientation

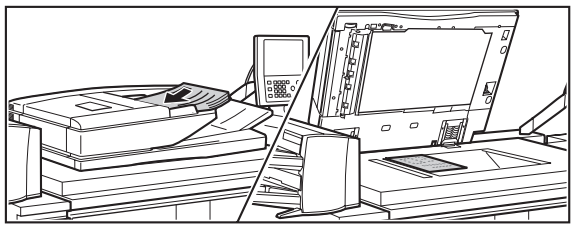
Place the original in the appropriate position as shown below so that folding takes place at the desired location.

Document feeder tray	Document glass	Result
		
		

MAKING COPIES USING THE BYPASS TRAY

In addition to plain paper, transparency film, and tab paper can be loaded in the bypass tray.
For detailed information on paper that can be loaded in the bypass tray, see the Safety Guide. For precautions when loading paper in the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

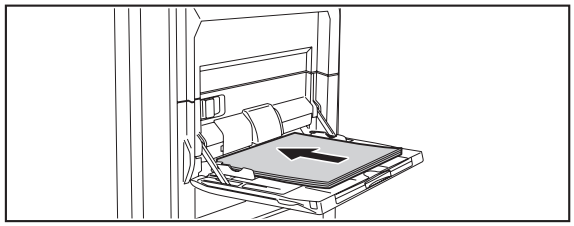
1

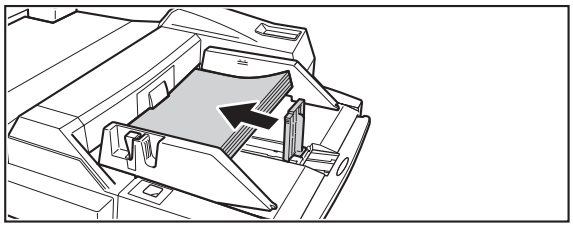


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

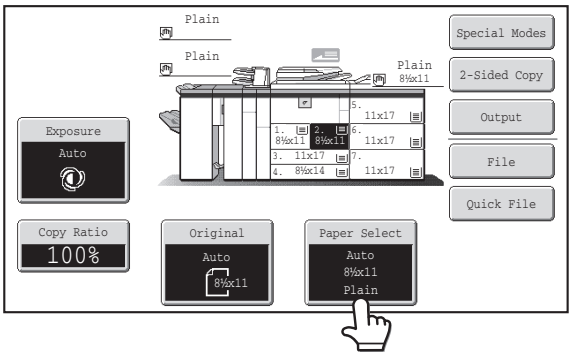




Place paper in the bypass tray.

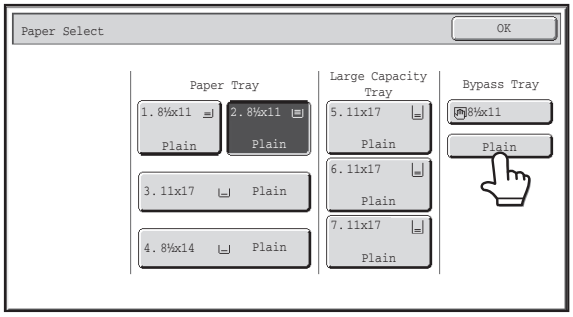
Insert the paper with print side face up.
The procedure for loading paper varies depending on the bypass tray installed. For the procedures for loading paper, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

3



Touch the [Paper Select] key.

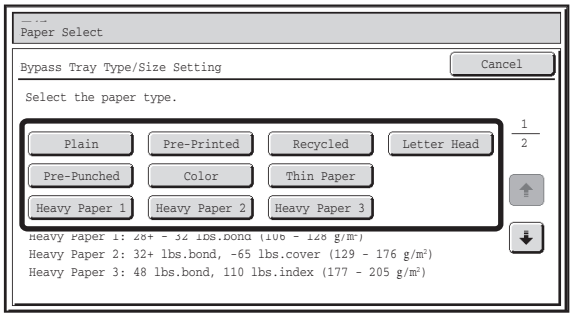
4



Check the paper type setting for the bypass tray. If you need to change the setting, touch the paper type key.

If you do not need to change the paper size and type that appear under "Bypass Tray", go to step 7.

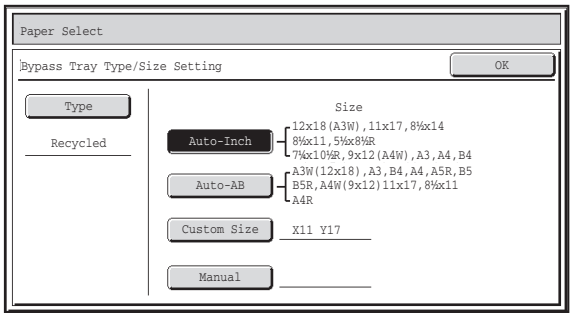
5

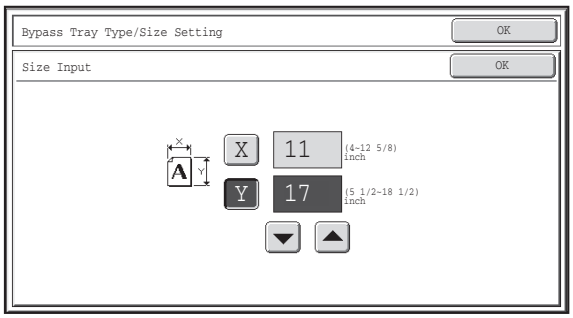


Select the type of paper used in the bypass tray.

Select the paper type that you will use.
The paper types that can be set vary depending on the bypass tray installed. For paper types that can be set, see "PAPER THAT CAN BE USED IN THE PERIPHERAL DEVICE TRAYS" in the User's Guide and the specifications in the Safety Guide.

6





Set the paper size.

[Auto-Inch] key

Touch this key when the loaded paper is an inch size (8-1/2" x 11", etc.). When the paper placed in the bypass tray is an inch size, the paper size will be detected automatically and an appropriate size set.

[Auto-AB] key

Touch this key when the loaded paper is an AB size (A4, etc.). When the paper inserted in the bypass tray is an AB size, the paper size will be detected automatically and an appropriate size set.

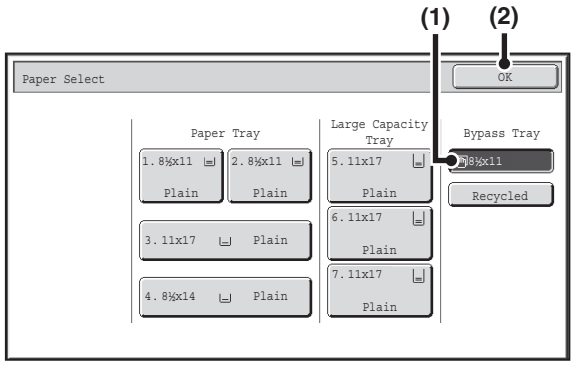
[Custom Size] key

Touch this key when you know the size of the inserted paper but it is not one of the inch or AB sizes.
When the [Custom Size] key is touched, the paper size entry screen appears.
Touch the [X] key and enter the horizontal dimension of the paper with the ▼ ▲ keys, and then touch the [Y] key and enter the vertical dimension. When finished, touch the [OK] key.

[Manual] key

Special standard sizes such as 320mm x 450mm, 225mm x 320mm, 318mm x 469mm, 234mm x 318mm, 312mm x 440mm, 220mm x 312mm, and 16K, 16KR, and 8K (used in China) have been pre-stored. Touch the key of the desired size.
(320mm x 450mm, 225mm x 320mm, 318mm x 469mm, 234mm x 318mm, 312mm x 440mm, and 220mm x 312mm can only be used in the bypass tray when a large capacity trays (MX-LCX5) is installed.)

7



Select the bypass tray.

(1) Touch the paper size key of the bypass tray.

(2) Touch the [OK] key.

8

Press the [START] key ().

Scanning begins.

- If the originals were placed in the document feeder tray, the originals are copied.
- If you placed the originals on the document glass, scan each page one page at a time.
 When using sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then press the [Read-End] key.

To cancel scanning of the original and copying...
Press the [STOP] key ().

3 SPECIAL MODES

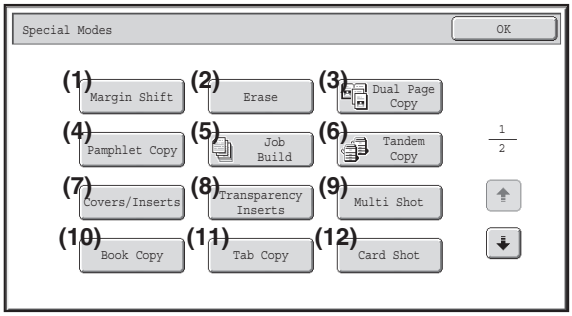
This chapter explains Margin Shift, Erase, Dual Page Copy, and other special modes.

SPECIAL MODES

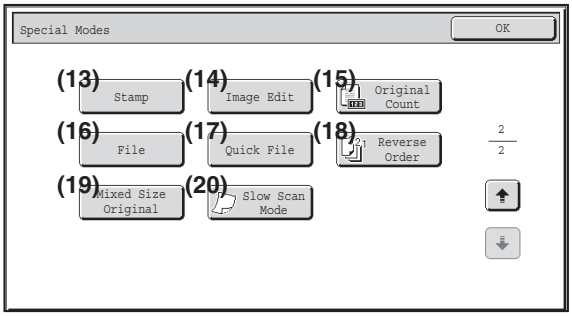
When the [Special Modes] key is pressed in the base screen, the special modes menu screen appears. The special modes menu consists of two screens. Touch the [↓] [↑] keys to move between the screens. After selecting special mode settings, touch the [OK] key in the special modes menu screen to complete the settings and return to the base screen of copy mode.

☞ BASE SCREEN OF COPY MODE (page 6)

1st screen



2nd screen



To show an explanation page for a key on the screen, click the key.

(1) [Margin Shift] key (page 45)

(2) [Erase] key (page 47)

(3) [Dual Page Copy] key (page 49)

(4) [Pamphlet Copy] key (page 51)

(5) [Job Build] key (page 54)

(6) [Tandem Copy] key (page 56)

(7) [Covers/Inserts] key (page 59)

(8) [Transparency Inserts] key (page 70)

(9) [Multi Shot] key (page 72)

(10) [Book Copy] key (page 74)

(11) [Tab Copy] key (page 78)

(12) [Card Shot] key (page 81)

(13) [Stamp] key (page 83)

(14) [Image Edit] key (page 101)

(15) [Original Count] key (page 113)

(16) [File] key

This saves a job in a folder of the document filing function. For more information on File, see the "Document Filing Guide".

(17) [Quick File] key

This saves a job in the Quick File folder of the document filing function. For more information on Quick File, see the "Document Filing Guide".

(18) [Reverse Order] key (page 115)

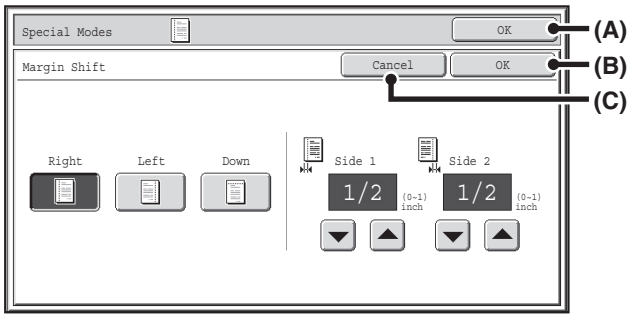
(19) [Mixed Size Original] key (page 116)

(20) [Slow Scan Mode] key (page 119)

Special modes can generally be combined with other special modes, however, there are some combinations that are not possible. In this case, a message indicating that the combination is not possible will be displayed.

[OK] key and [Cancel] key

In some cases two [OK] keys and one [Cancel] key will appear in the special mode screens. The keys are used as follows:



(A) Enter the selected special mode settings and return to the base screen of copy mode.

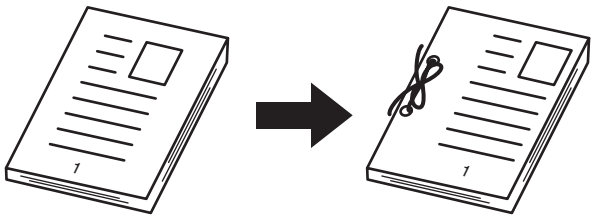
(B) Enter the selected special mode settings and return to the special modes menu screen. Touch this key when you wish to continue selecting other special mode settings.

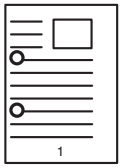
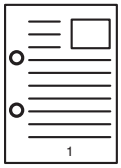
(C) During selection of special mode settings, this key returns you to the special modes menu screen without saving the settings. When settings have been completed, this cancels the settings and returns you to the special modes menu screen.

ADDING MARGINS (Margin Shift)

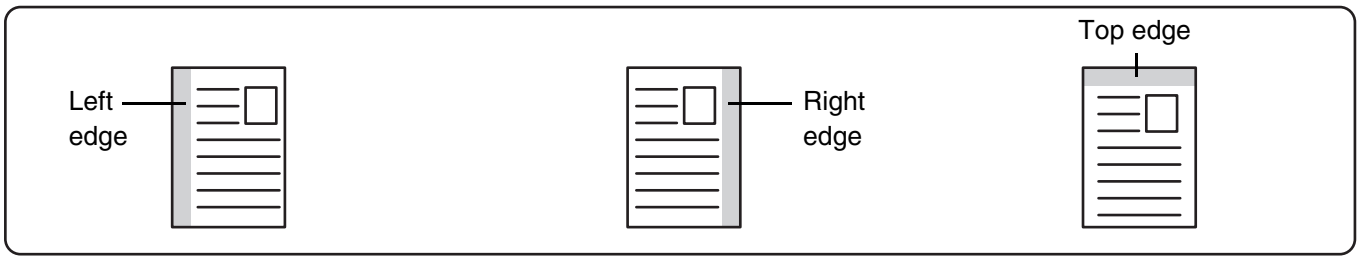
This function is used to shift the copy image right, left or down to adjust the margin.
This is convenient when you wish to bind the copies with a string or in a binder.

Shifting the image to the right so the copies can be bound at the left edge with a string



Not using margin shift	Using margin shift
	
The punch holes cut off part of the image	The image is moved to allow space for the string holes so the image is not cut off.

Margin shift positions



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

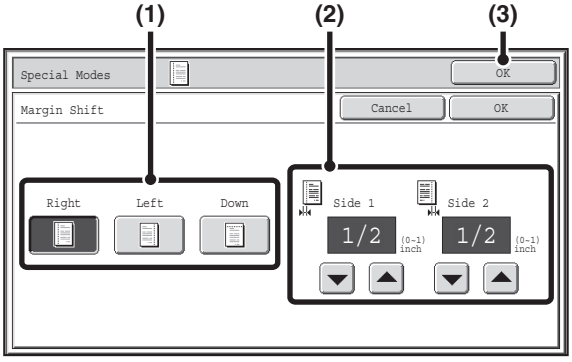
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Margin Shift] key.

☞ SPECIAL MODES (page 43)

3



Set the margin shift.

(1) Touch the margin shift position.

Select one of the three positions.

(2) Set the amount of the margin shift with ▼▲.

0" to 1" (0 mm to 20 mm) can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4 Press the [START] key ().

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning of the original and copying...

Press the [STOP] key ().

Rotation copy cannot be used in combination with margin shift.

To cancel the margin shift setting...

Touch the [Cancel] key in the screen of step 3.

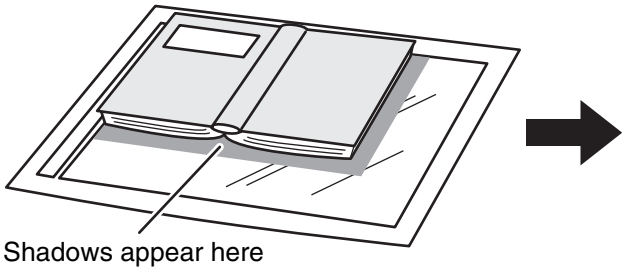
System Settings (Administrator): Initial Margin Shift Setting

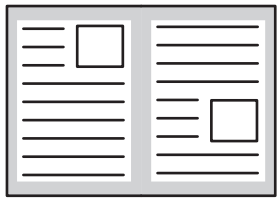
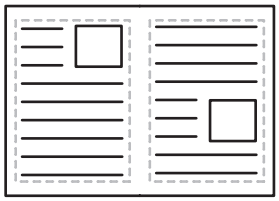
The default margin shift setting can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm).

ERASING PERIPHERAL SHADOWS (Erase)

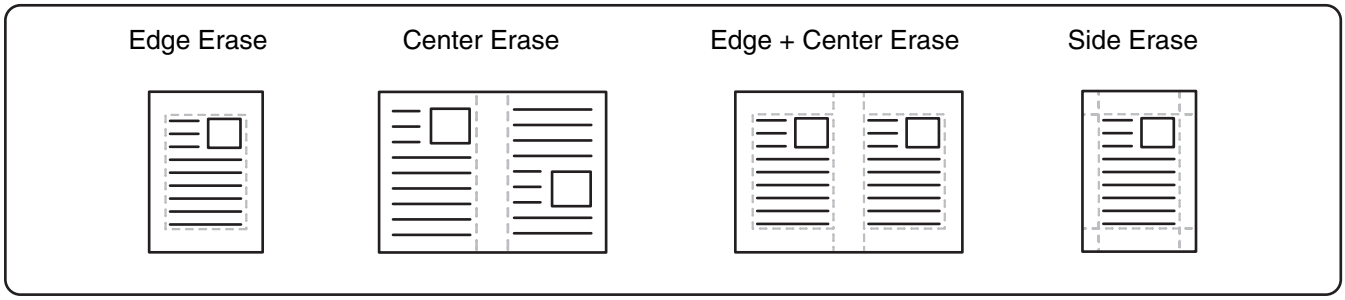
The erase function is used to erase shadows around the edges of copies that occur when copying thick originals or books.

When a thick book is copied



Not using the erase function	Using the erase function
	
Shadows appear on the copy.	Shadows do not appear on the copy.

Erase modes



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

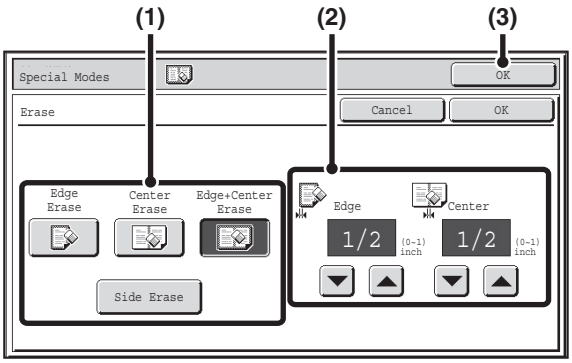
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

☞ SPECIAL MODES (page 43)

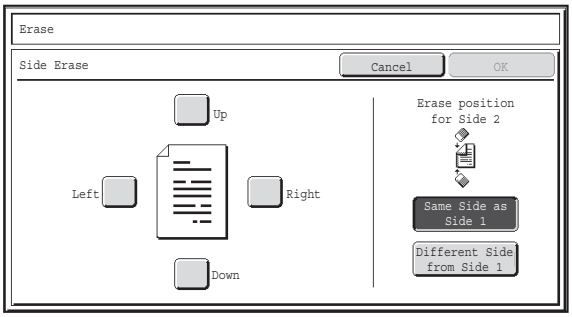
3



Select the erase settings.

(1) Touch the desired erase mode.

Select one of the four positions.
Touch the [Side Erase] key to open the following screen.



Touch the checkbox of the edge that you wish to erase and make sure that a checkmark appears.
When performing 1-sided to 2-sided copying or 2-sided to 2-sided copying, set the erase edge on the reverse side.

- If you touch the [Same Side as Side 1] key, the edge in the same position as on the front side will be erased.
- If you touch the [Different Side from Side 1], the edge in the position opposite to the erased edge on the front side will be erased.

When you have completed the erase edge settings, touch the [OK] key.

(2) Set the erasure width with ▼▲.

0" to 1" (0 mm to 20 mm) can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key (◇).

Copying will begin.
If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning of the original and copying...
Press the [STOP] key (⊗).

If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 1" (20 mm) and the image is reduced to 50%, the erase width will be 1/2" (10 mm).

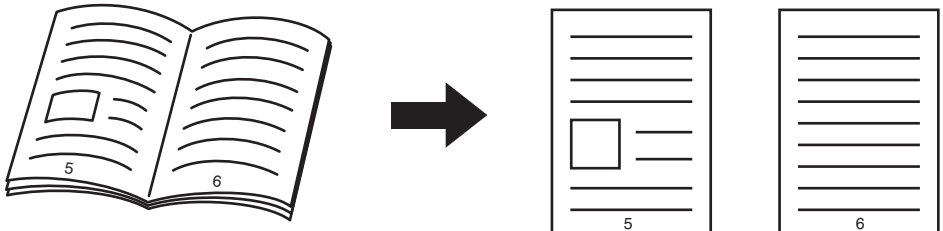
To cancel the erase setting...
Touch the [Cancel] key in the screen of step 3.

System Settings (Administrator): Erase Width Adjustment
The default erase width can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm).

COPYING EACH FACING PAGE OF A BOUND DOCUMENT (Dual Page Copy)

The dual page copy function produces separate copies of two document pages that are placed side by side on the document glass. This function is useful when making copies of the facing pages of a book or other bound document.

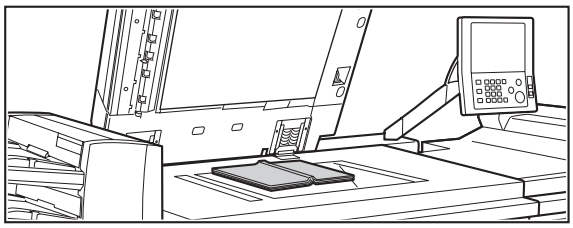
Copying the facing pages of a book or bound document



Book or bound document

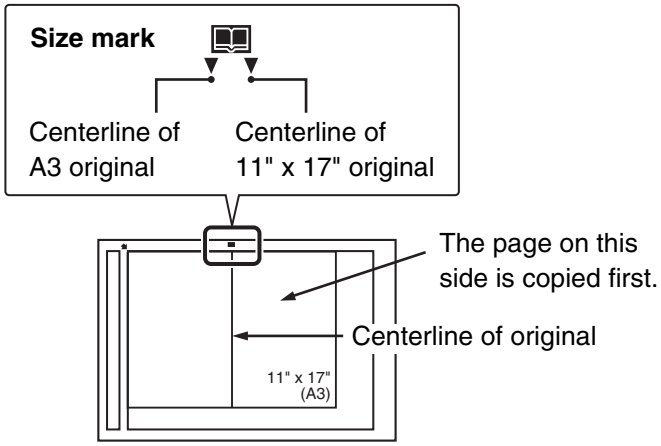
The facing pages are copied onto 2 separate pages.

1

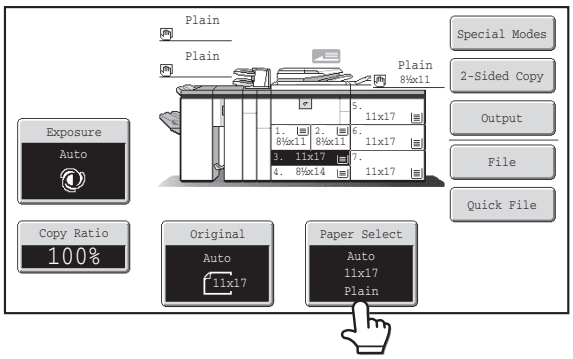


Place the original on the document glass.

Align the center of the original with the appropriate size mark ▼.



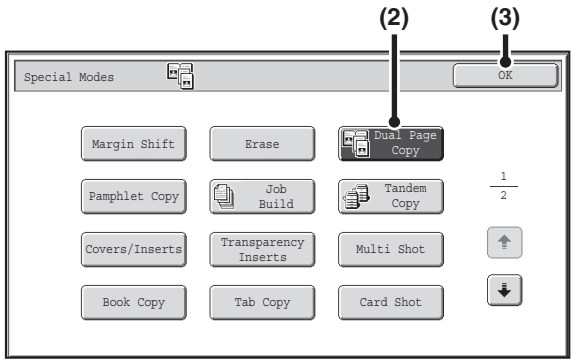
2



Select 8-1/2" x 11" (A4) size paper.

Select the paper as explained in "PAPER TRAYS" (page 14).

3



Select Dual Page Copy.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 43)

(2) Touch the [Dual Page Copy] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key () .

Copying will begin.

If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning of the original and copying...

Press the [STOP] key ().

When using dual page copy, the original must be placed on the document glass.

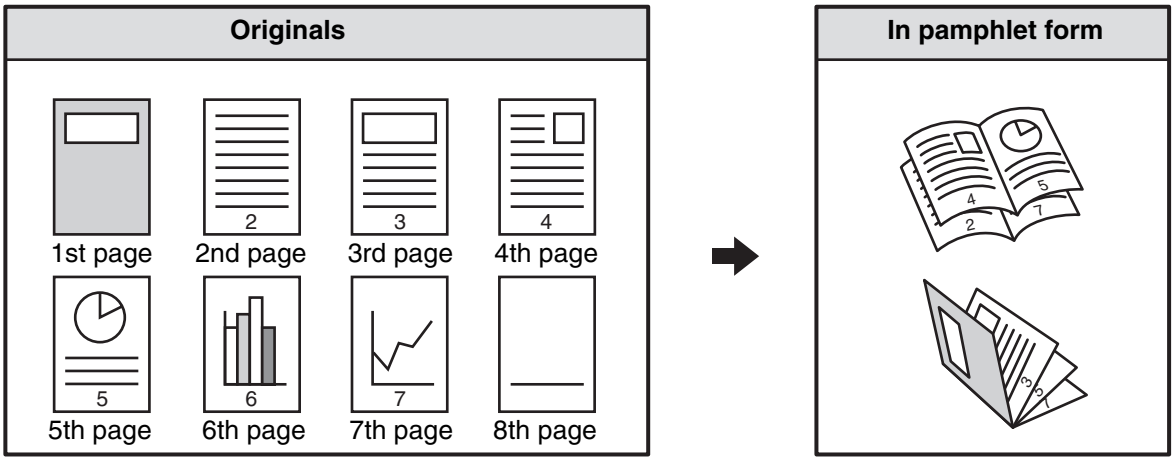
To cancel dual page copy...

Touch the [Dual Page Copy] key in the screen of step 3 so that it is not highlighted.

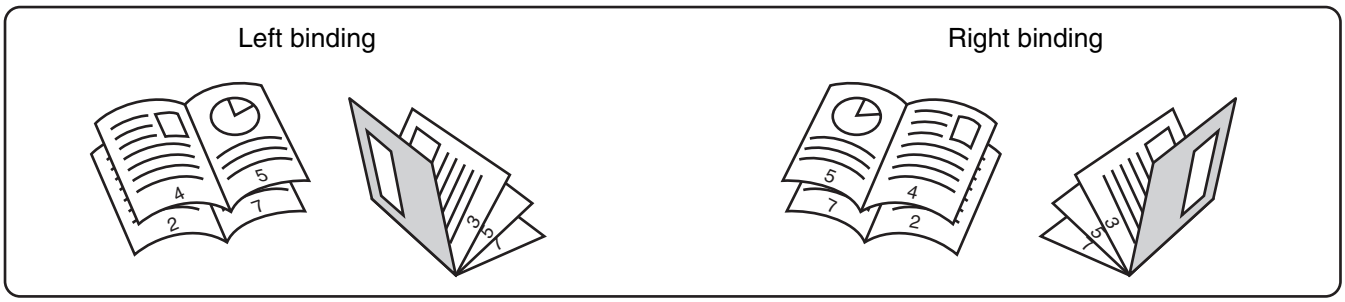
MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)

This function copies 2 original pages onto the front side and 2 original pages onto the reverse side of each sheet of paper so that the copies can be folded at the centerline to form a pamphlet.
This function is convenient for arranging copies into an attractive booklet or pamphlet.

Pamphlet copy using 8 original pages



Binding side



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

If the originals are 2-sided, place them in the document feeder tray.

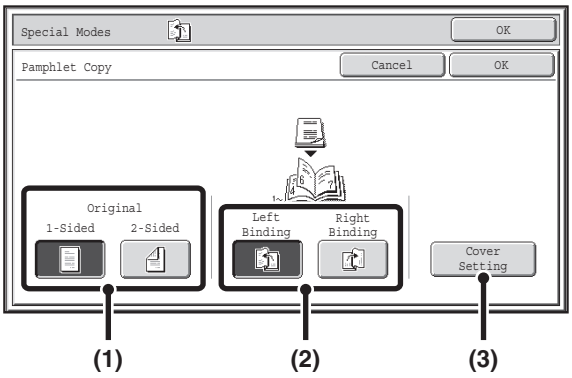
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Pamphlet Copy] key.

☞ SPECIAL MODES (page 43)

3



Select pamphlet copy settings.

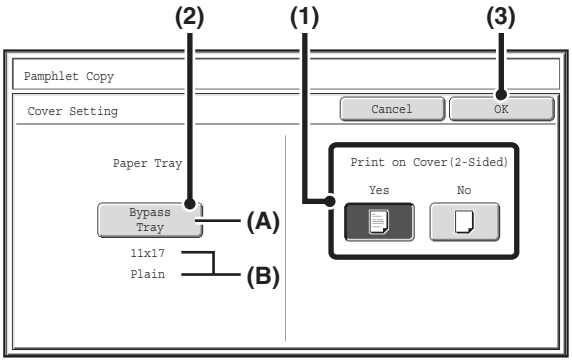
(1) If the original is 1-sided, touch the [1-Sided] key. If the original is 2-sided, touch the [2-Sided] key.

(2) Select the binding edge ([Left Binding] or [Right Binding]).

(3) To insert a cover, touch the [Cover Setting] key.

If you do not want to add a cover, go to step 5.

4



Select cover settings.

(1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

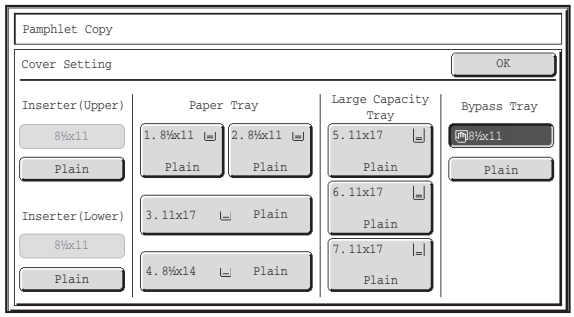
(2) Select paper settings for the cover.

(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.

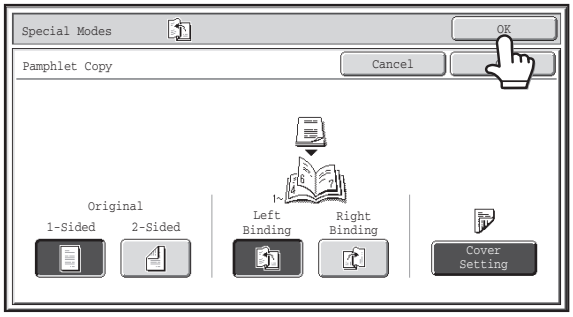


(3) Touch the [OK] key.

- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- When the cover paper is fed from the inserter, the cover cannot be copied on.

To cancel cover settings...
Touch the [Cancel] key.

5



Touch the [OK] key.

You will return to the base screen of copy mode.

6

Press the [START] key ().

Copying will begin.
If you are using the document glass, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning of the original and copying...
Press the [STOP] key ().

- To make pamphlet copies of a book or other bound original, use the book copy function.
- Pamphlet copy cannot be used when transparency film or other media that cannot be turned over is used. (However, when the inserter is used to insert the paper as covers or inserts, pamphlet copying is possible.)
- When the pamphlet copy function is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the pamphlet copy function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end if the number of original pages is not a multiple of four.
- When a saddle unit/saddle stitch finisher is installed, the saddle stitch function can be used.
 When pamphlet copy is used in combination with the saddle stitch function and the number of originals is greater than the number of sheets that can be stapled, a message will appear showing the [Cancel] key, the [Continue] key, and the [Divide] key.
 To cancel the job, touch the [Cancel] key. To make pamphlet copies without stapling, touch the [Continue] key. To divide the pages into sets that can be stapled, touch the [Divide] key.
 If you selected cover insertion settings, it will not be possible to select "Divide". You can either continue pamphlet copying without stapling, or cancel the job.

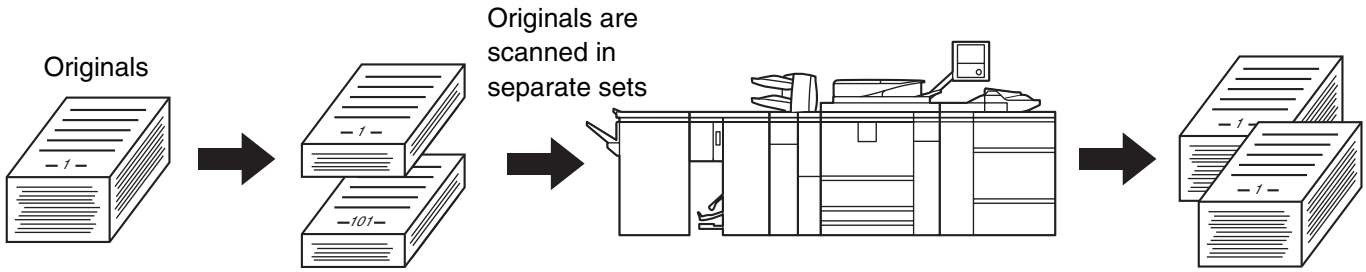
To cancel pamphlet copy...
Touch the [Cancel] key in the screen of step 3.

System Settings (Administrator): Automatic Saddle Stitch
When a saddle unit/saddle stitch finisher is installed, this setting can be enabled to have saddle stitch take place automatically when the pamphlet copy function is selected.

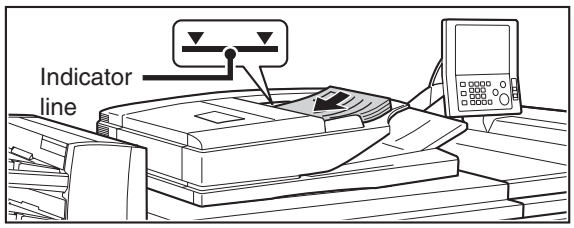
COPYING A LARGE NUMBER OF ORIGINALS AT ONCE (Job Build)

When copying a very large number of originals, this function allows you to divide the originals into sets and feed each set through the automatic document feeder one set at a time.
Use this function when you wish to copy all of the originals as a single job but the number of originals exceeds the maximum number that can be inserted.
This function is convenient when you wish to sort copies of a large number of originals into multiple sets. Because all originals are copied as a single job, you are saved the trouble of sorting the copies that would be required if the originals were divided into separate copy jobs.
When scanning originals in sets, divide the sheets so that no set has more than the number of paper that can be loaded, and then scan from the set with the first page. The settings that you select for the first set can be used for all remaining sets.

Sorting the copies of a large number of originals into 2 sets



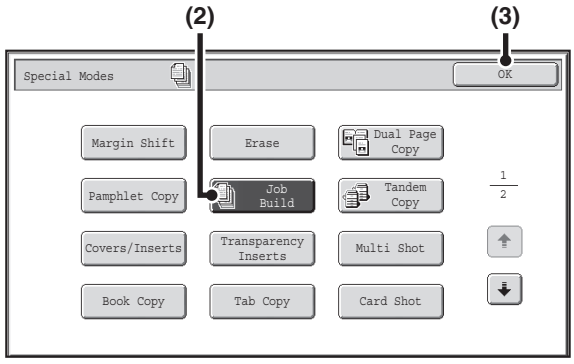
1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Select Job Build.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 43)

(2) Touch the [Job Build] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

3 Press the [START] key () to scan the first set of originals.

Scanning begins.

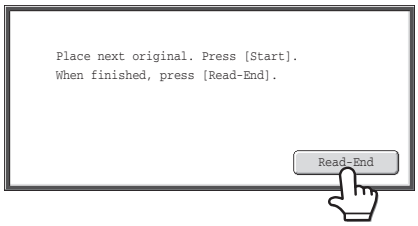
To cancel scanning...
Press the [STOP] key ().

4 Insert the next set of originals and press the [START] key ().

Repeat this step until all originals have been scanned.

To cancel scanning...
Press the [STOP] key (). All scanned data will be cleared.

5 Touch the [Read-End] key.



To cancel copying...
Press the [STOP] key ().

If the Quick File Folder of document filing mode is full, copying in job build mode will be impeded. Delete unneeded files from the Quick File Folder.

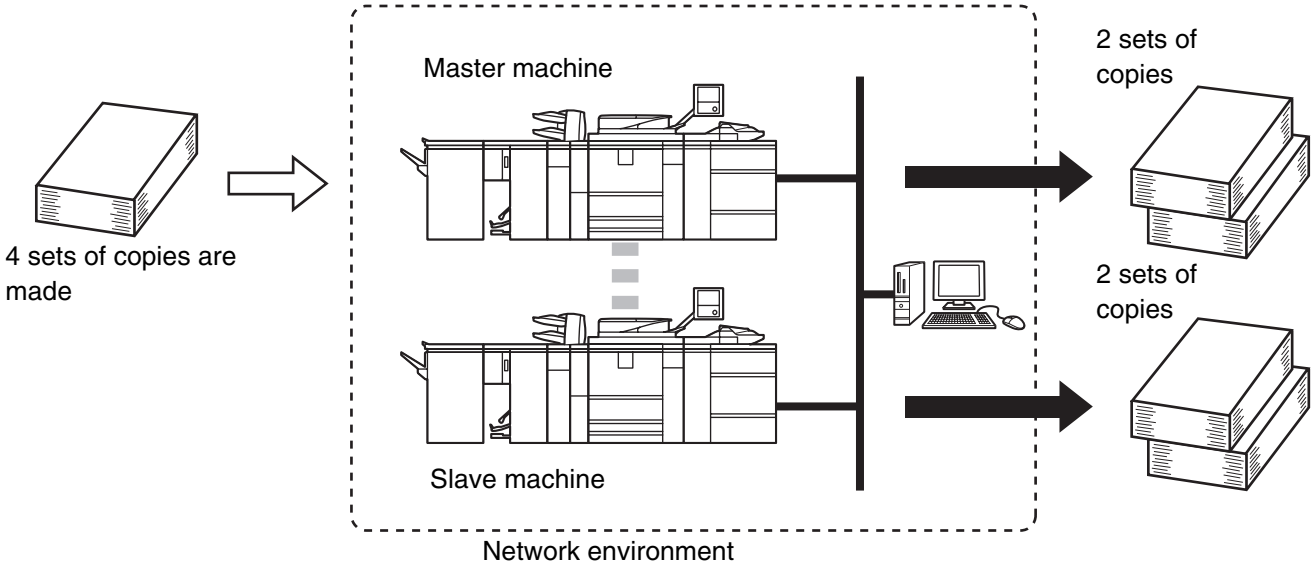
To cancel job build mode....
Touch the [Job Build] key in the screen of step 2 so that it is not highlighted.

USING TWO MACHINES TO MAKE A LARGE NUMBER OF COPIES (Tandem Copy)

Two machines connected to the same network can be used to run a large copy job in parallel.
Each machine prints half of the copies, reducing the time required to complete the job.

Master machine and slave machine

In the following explanation, the master machine is the machine that is used to scan the originals. The slave machine is another machine specified in the master machine that only helps print the copies; it is not used to scan the originals.



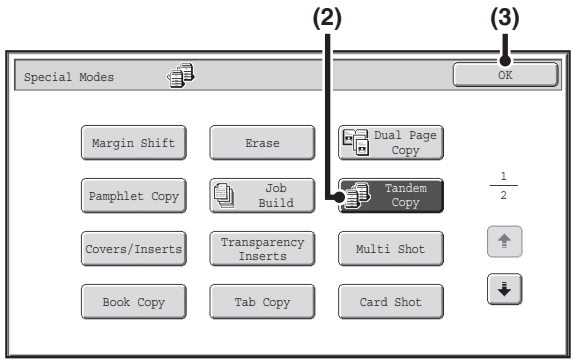
Before using tandem copy

- To use this function, two machines must be connected to your network. Even if more machines are connected to the network, this function can only be used to have one other machine share a job.
- To use the tandem copy function, "Tandem Connection Setting" must be configured in the system settings (administrator).
- When configuring the system settings in the master machine, the IP address of the slave machine is required. For the port number, it is best to use the initial setting (50001). Unless you experience difficulty with this setting, do not change the port number. The tandem settings should be configured by your network administrator. If the master machine and slave machine will switch roles, configure the IP address of the master machine in the slave machine. The same port number can be used for both machines.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select tandem copy.



(1) Touch the [Special Modes] key.

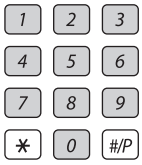
☞ SPECIAL MODES (page 43)

(2) Touch the [Tandem Copy] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

3



Set the number of copies (number of sets) with the numeric keys.

Up to 9999 copies (sets) can be set. When the [START] key () is pressed, the copies will automatically be divided between the master and slave machines.
If an odd number of copies is set, the master machine will print the extra set.

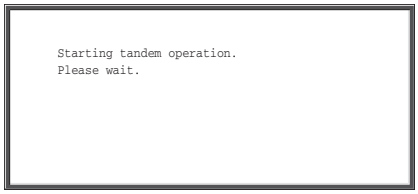
If an incorrect number of copies is set...
Press the [CLEAR] key (C) and then enter the correct number.

4

Press the [START] key ().

Copying will begin.
If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key.

The following screen appears when the [START] key () is pressed.



After the message appears, tandem copying begins.

If tandem copying is not possible, the following screen appears.



To have the master machine make all copies, touch the [OK] key. To cancel the job, touch the [Cancel] key.

- **To cancel scanning...**
 Press the [STOP] key ().
- **To cancel tandem copying...**
 Touch the [STOP] keys () on both the master machine and the slave machine.

In this situation...

A punch module is installed on the master machine but not on the slave machine.

- Copying without punching: tandem copy is possible.
- Copying with punching: tandem copy is not possible.

In this way, if tandem copying is executed using a function that the slave machine does not have, a message will appear. To have the master machine make all copies, touch the [OK] key. To cancel the job, touch the [Cancel] key.

If a machine runs out of paper

If either the master machine or the slave machine run out of paper, the machine that ran out of paper will hold the job while the machine that still has paper continues the job. When paper is added to the machine that ran out, the job resumes.

When user authentication is enabled

User authentication is enabled in the master machine: tandem copying is possible.
User authentication is enabled in the slave machine but not in the master machine: tandem copying is not possible.

If tandem copying is performed without setting the number of copies

A message will appear and the master machine and slave machine will each make one set of copies (total of two sets).

To cancel tandem copy...

Touch the [Tandem Copy] key in the screen of step 2 so that it is not highlighted.

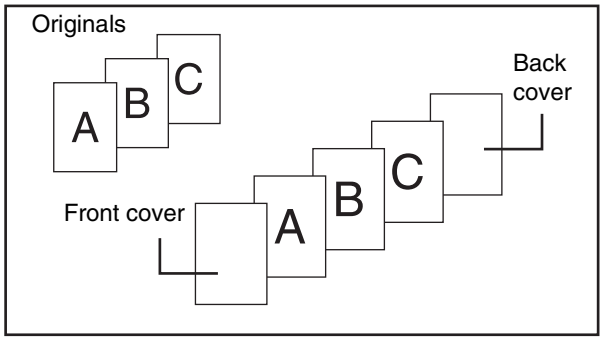
System Settings (Administrator): Tandem Connection Setting

This must be configured to use the tandem function. This can also be used to disable the tandem function.

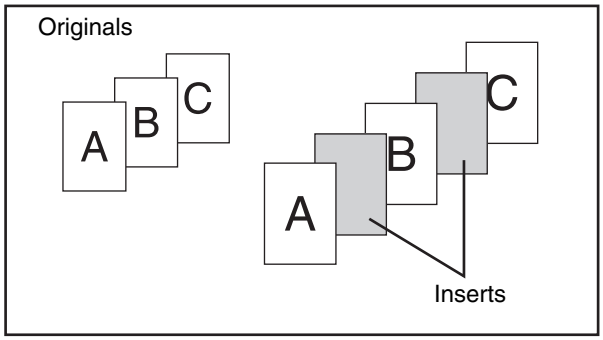
USING A DIFFERENT PAPER TYPE FOR COVERS (Covers/Inserts)

A different type of paper can be inserted in positions corresponding to front and back covers of a copy job when the automatic document feeder is used. A different type of paper can also be automatically added as an insert at specified pages.

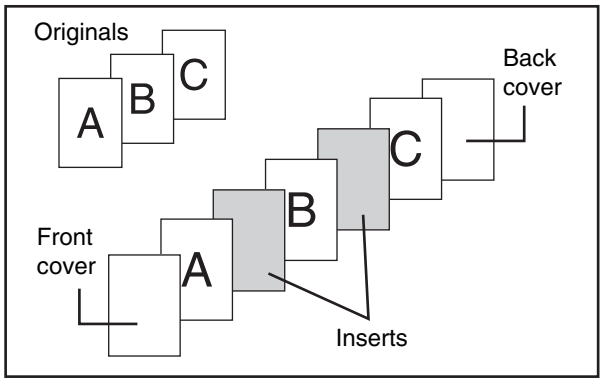
Example of adding covers



Example of adding inserts



Example of adding covers/inserts



About the explanations of covers and inserts

There are various ways of using covers and inserts. To keep the explanations simple, covers and inserts are explained separately. For specific examples, see "Examples of covers and inserts" (page 135).

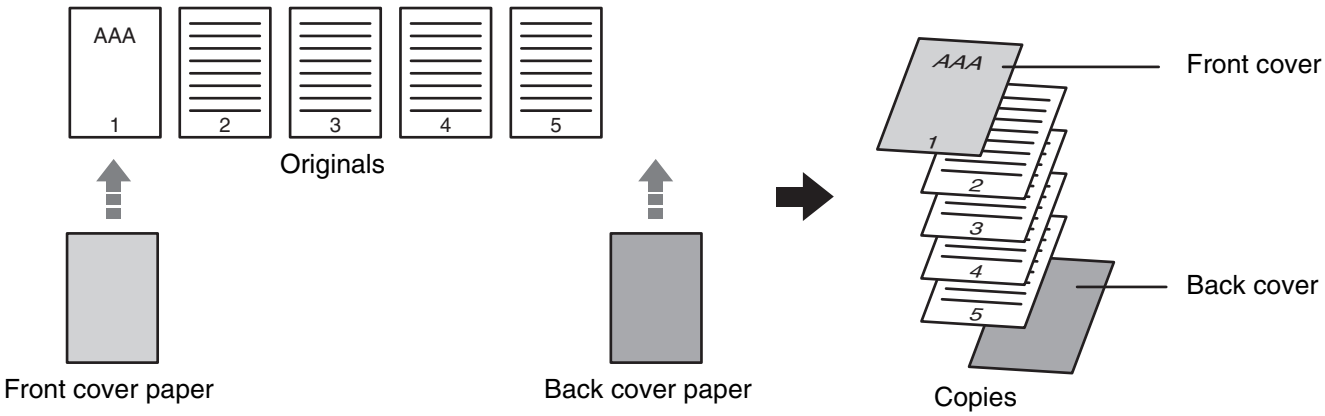
Preparations for using covers and inserts

- Load the cover/insert paper in the tray before using the cover/insert function.
- Before selecting the cover/insert function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- The originals must be scanned using the automatic document feeder. The document glass cannot be used.
- For covers, only one sheet can be inserted for the front cover and only one sheet can be inserted for the back cover. For inserts, up to 100 sheets can be inserted. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be inserted between the front and reverse sides of an original.
- Covers/inserts cannot be inserted in transparency film and other media that cannot be turned over before output. (However, when the inserter is used without performing cover or insert copying, insertion is possible.)

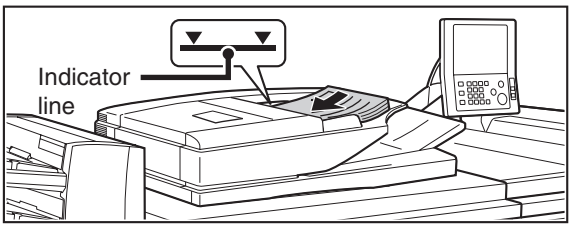
INSERTING COVERS IN COPIES (Cover Settings)

A different type of paper can be inserted at the positions corresponding to the front and back covers of a copy job. This is useful for arranging documents in an attractive format and for using a different type of paper as a cover on an estimate sheet or similar document.
Covers can be used in combination with inserts.

Copying on a front cover and inserting together with a back cover



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

The document glass cannot be used.

2

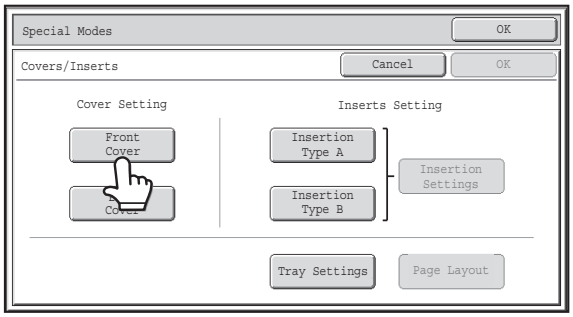
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

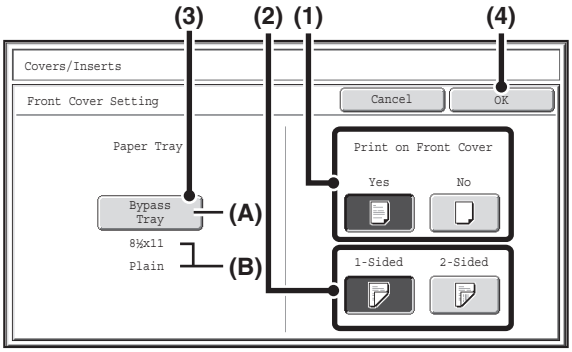
☞ SPECIAL MODES (page 43)

3



Touch the [Front Cover] key.

4



Select cover settings.

(1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

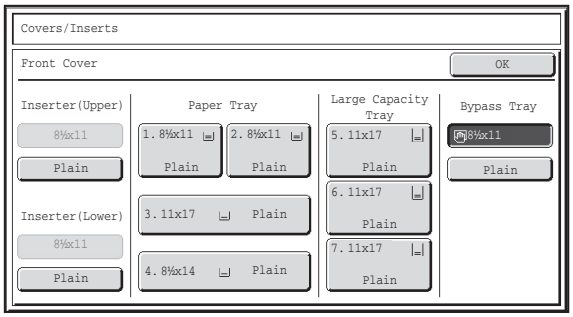
If the [No] key is touched, only cover insertion will be performed.
In this case, go to step (3).

(2) To copy on one side of the cover, touch the [1-Sided] key. To copy on both sides of the cover, touch the [2-Sided] key.

(3) Select paper settings for the cover.

(A) The currently selected paper tray for the cover is displayed.
(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.
When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.

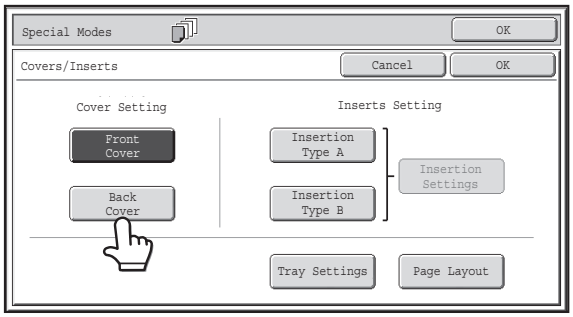


(4) Touch the [OK] key.

- If the cover will be copied on, label sheets and tab paper cannot be used.
- When the cover paper is fed from the inserter, the cover cannot be copied on.

To cancel cover settings...
Touch the [Cancel] key.

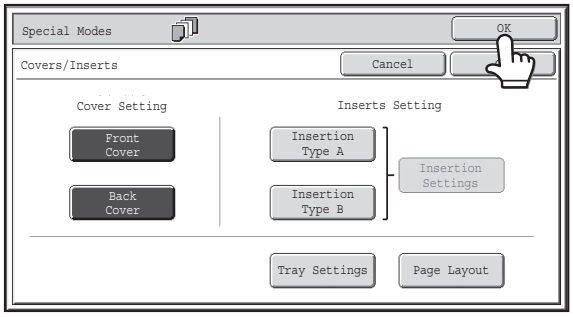
5



If you wish to insert a back cover, touch the [Back Cover] key.

The screen of step 4 appears. The procedures are the same as for the front cover. Follow the procedures in step 4.
When following the procedures, substitute "Back Cover" for "Front Cover".

6



Touch the [OK] key.

You will return to the base screen of copy mode.
You can touch the [Insertion Type A] key or the [Insertion Type B] key to select insert settings.

☞ INSERTING INSERT SHEETS IN COPIES (Insert Settings) (page 63)

To check your settings, touch the [Page Layout] key.

☞ CHANGING COVER/INSERT SETTINGS (Page Layout) (page 67)

7

Press the [START] key ().

Copying of the originals in the document feeder tray begins.

To cancel scanning and copying...
Press the [STOP] key ().

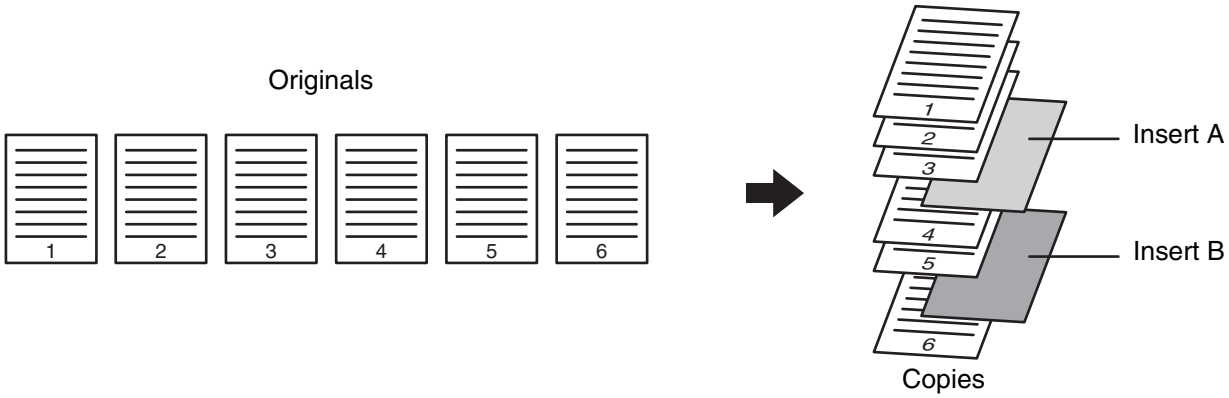
- This function cannot be used in combination with the saddle stitch function.
- The document glass cannot be used.
- Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

To cancel cover sheet insertion...
Touch the [Cancel] key in the screen of step 3.

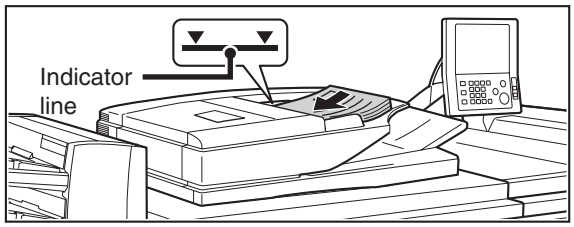
INSERTING INSERT SHEETS IN COPIES (Insert Settings)

You can have different paper automatically inserted as inserts at specified pages of copies. Two types of paper can be used as inserts, and the insertion positions can be specified separately for each.
Covers can be used in combination with inserts.

Example: Insert A after page 3 and insert B after page 5.



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

The document glass cannot be used.

2

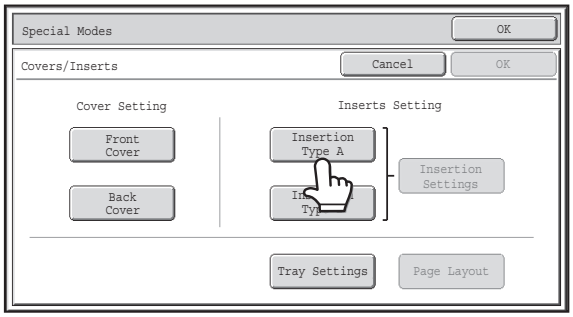
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

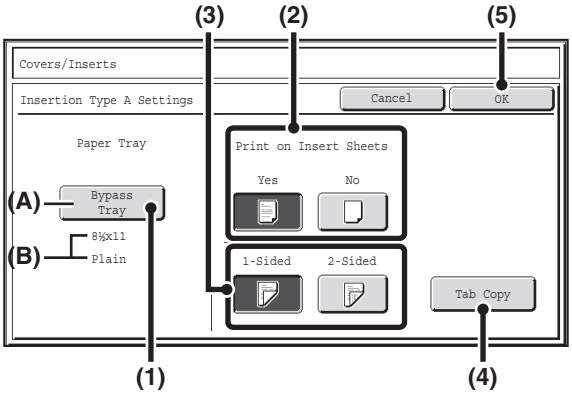
☞ SPECIAL MODES (page 43)

3



Touch the [Insertion Type A] key.

4



Select insert settings.

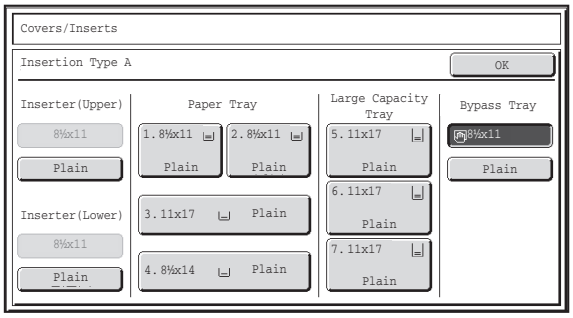
(1) Select insert paper settings.

(A) The currently selected paper tray for the insert is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the inserts, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the [OK] key.



(2) If the insert will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

If the [No] key is touched, only insert sheet insertion will be performed.

In this case, go to step (5).

(3) To copy on one side of the insert, touch the [1-Sided] key. To copy on both sides, touch the [2-Sided] key.

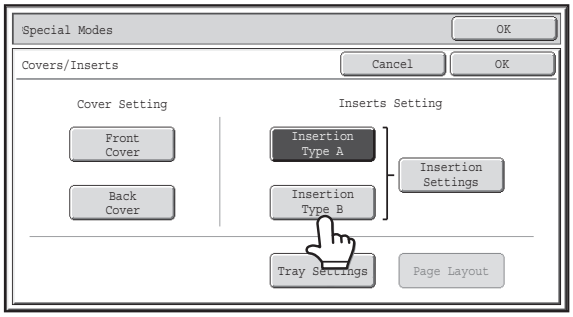
(4) If you wish to perform tab copying, touch the [Tab Copy] key.

When tab paper is used for inserts, the tab paper can be copied on. To select tab copying, see "COPYING CAPTIONS ONTO TAB PAPER (Tab Copy)" (page 78).

(5) Touch the [OK] key.

- If both sides of the insert will be copied on, label sheets and tab paper cannot be used.
- When the insert paper is fed from the inserter, the insert cannot be copied on.
- If tab copy is selected in the insert settings, two-sided copying on the inserts is not possible.

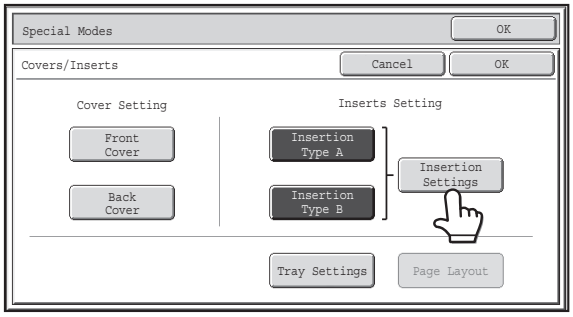
5



If you wish to insert a different type of insert sheet, touch the [Insertion Type B] key.

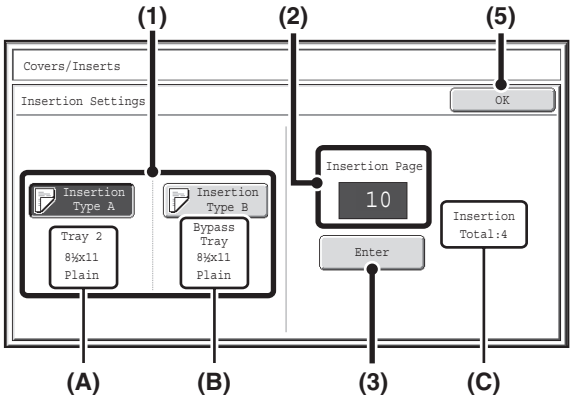
The screen of step 4 appears. Settings are selected in the same way as for insert type A. Follow the procedures in step 4. When following the procedures, substitute "Insert Type B" for "Insert Type A".

6



Touch the [Insertion Settings] key.

7



Specify the pages where inserts A and B will be inserted.

(1) Touch the [Insertion Type A] key or the [Insertion Type B] key.

Specify the page where the highlighted insert will be inserted.

(A) This shows the tray selected for insert type A and the paper size and type.

(B) This shows the tray selected for insert type B and the paper size and type.

When the [Insertion Type A] key is highlighted, the insert sheet insertion settings are applied to [Insertion Type A]. When the [Insertion Type B] key is highlighted, the insert settings are applied to [Insertion Type B].

(2) Enter the page number where the insert sheet will be inserted with the numeric keys.

For more information, see "Inserts (copying of 1-sided originals)" (page 140) and "Inserts (copying of 2-sided originals)" (page 140).

The [CLEAR] key (C) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (C) and then enter the correct number.

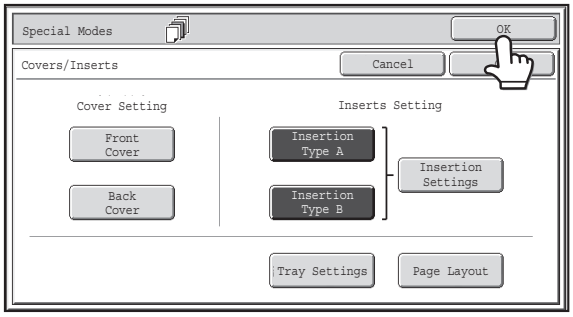
(3) Touch the [Enter] key.

(C) This shows the total number of inserts. Up to 100 insert sheets can be inserted. To insert multiple inserts, touch the [Enter] key after entering each insertion page number (insertion position) with the numeric keys.

(4) To insert another insert sheet, repeat steps (1) to (3).

(5) Touch the [OK] key.

8



Touch the [OK] key.

You will return to the base screen of copy mode.
To select cover settings, touch the [Front Cover] key or the [Back Cover] key.

☞ INSERTING COVERS IN COPIES (Cover Settings) (page 60)

To check your settings, touch the [Page Layout] key.

☞ CHANGING COVER/INSERT SETTINGS (Page Layout) (page 67)

9

Press the [START] key ().

Copying of the originals in the document feeder tray begins.

To cancel scanning and copying...
Press the [STOP] key ().

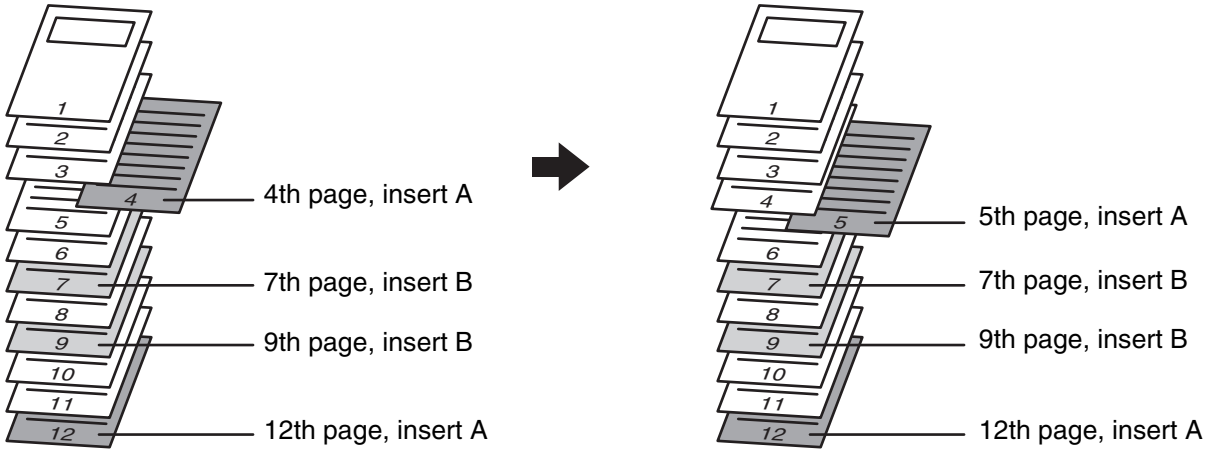
- Use the same size of paper for the inserts as for the copies.
- Up to 100 insert sheets can be added. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be added between the front and reverse sides of an original page.
- This function cannot be used in combination with the saddle stitch function.
- Cover/insert settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

To cancel cover sheet insertion...
Touch the [Cancel] key in the screen of step 3.

CHANGING COVER/INSERT SETTINGS (Page Layout)

Cover settings and insert settings can be combined.
This section explains how to check completed cover and insert insertion page settings, and change or delete insertion pages.

Changing insert A from page 4 to page 5



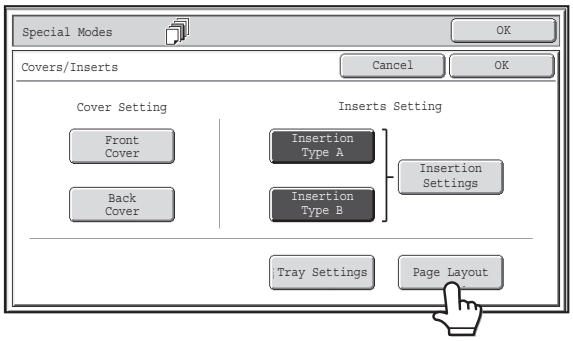
1 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

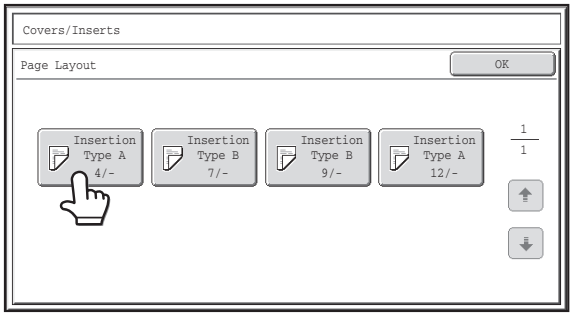
☞ SPECIAL MODES (page 43)

2



Touch the [Page Layout] key.

Example: Touch insert A at page 4



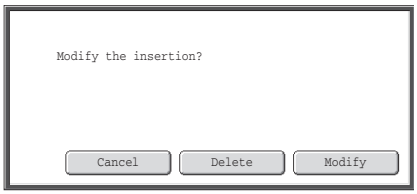
3 Touch the key of the page that you wish to delete or change.

If you do not need to change the setting, touch the [OK] key and go to step 6.

- Each key shows a print image icon and the insertion page.
- If there are multiple screens, touch the keys to move through the screens.

To edit a cover, touch the [Front Cover] key or the [Back Cover] key and go to step 4.

Touch the key of the insertion page that you want to edit or clear. The following screen will appear.



- To delete the page, touch the [Delete] key. After deleting the key, touch the [OK] key and go to step 6.
- To edit the page, touch the [Modify] key.
 To edit an insert, touch the [Insertion Type A] key or the [Insertion Type B] key and go to step 5.
- To cancel, touch the [Cancel] key.

Icons

: Copy on front side only
: Copy on reverse side only
: 2-sided copy
: Do not copy

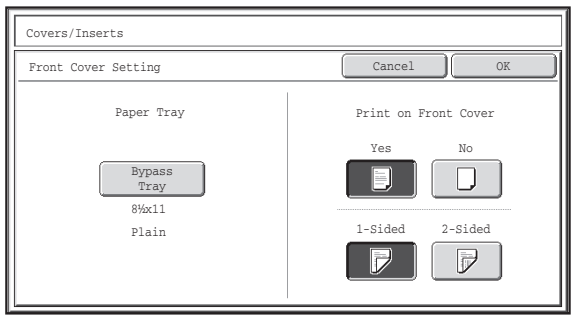
For inserts, the insertion page also appears.

* represents a page number.

*/-: Copy only on front side at page *

/: 2-sided copy at page */*

<*: Insert without copying at page *



4 Change the front/back cover settings.

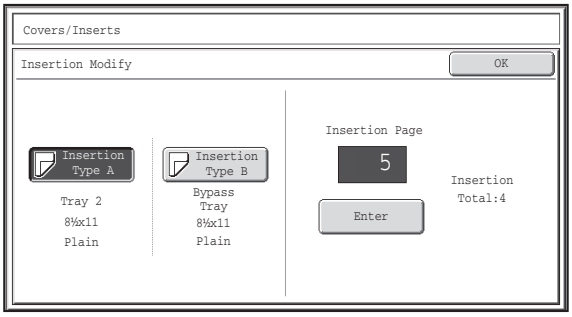
The settings are changed in the same way as they are initially configured. See step 4 of "INSERTING COVERS IN COPIES (Cover Settings)" (page 60) to change the cover settings.

After changing the settings, touch the [OK] key and return to step 3.

To cancel cover settings...

Touch the [Cancel] key.

5

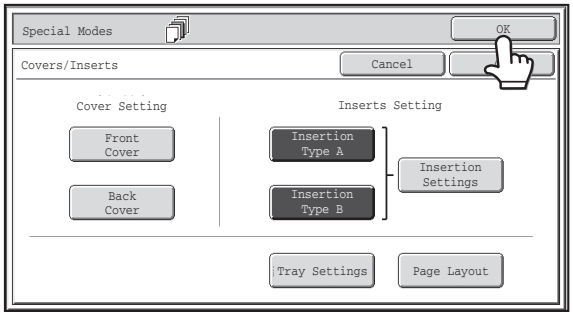


Change the settings for insert type A/B.

The settings are changed in the same way as they are initially configured. See step 7 of "INSERTING INSERT SHEETS IN COPIES (Insert Settings)" (page 63) to change the insert settings.

After changing the settings, touch the [OK] key and return to step 3.

6

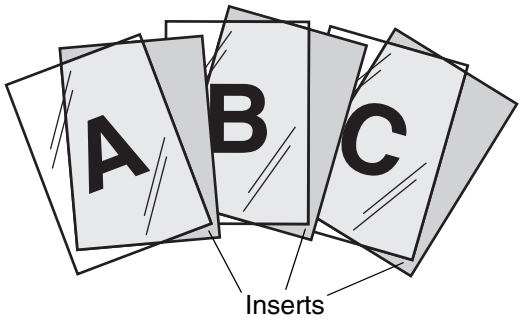


Touch the [OK] key.

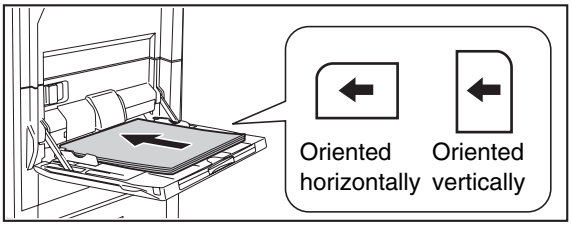
You will return to the base screen of copy mode.

ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM (Transparency Inserts)

When copying on transparency film, the sheets may stick together due to static electricity. The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle.
It is also possible to copy on the inserts.



1



Load the transparency film.

- If you are using the bypass tray, load the transparency film face up in the tray.
 When placing the transparency film, the rounded corner of the film should be:
 - At the back and left if the film is oriented horizontally.
 - At the back and right if the film is oriented vertically.
- After loading the transparency film, configure the bypass tray settings as explained in "MAKING COPIES USING THE BYPASS TRAY" (page 40).
- If you wish to load transparency film in a tray other than the bypass tray, see "2. Loading Paper" in the User's Guide.
 After loading transparency film in a tray, see "PAPER TRAYS" (page 14) to select the tray.

2

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

3

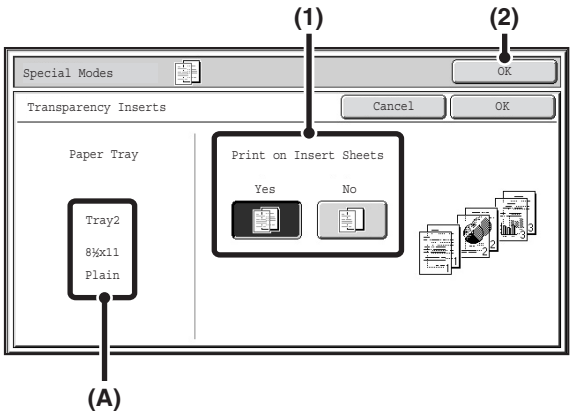
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Transparency Inserts] key.

☞ SPECIAL MODES (page 43)

4



Select insert settings.

(1) Select whether or not the insert paper will be copied on ([Yes] or [No]).

(2) Touch the [OK] key.

You will return to the base screen of copy mode.

Explanation of (A)

When transparency inserts is selected, paper suitable for the inserts is automatically selected. The automatically selected paper tray, paper size, and paper type are indicated here.

5

Press the [START] key ().

Copying will begin.

To cancel scanning and copying...

Press the [STOP] key ().

- The number of copies cannot be selected in this mode.
- When performing 2-sided copying, only "2-sided to 1-sided" mode can be used.

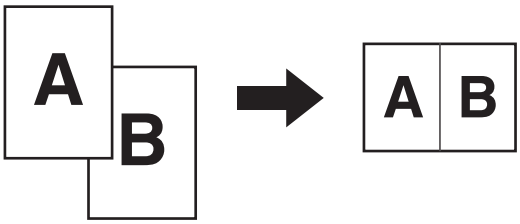
To cancel the transparency inserts setting...

Touch the [Cancel] key in the screen of step 4.

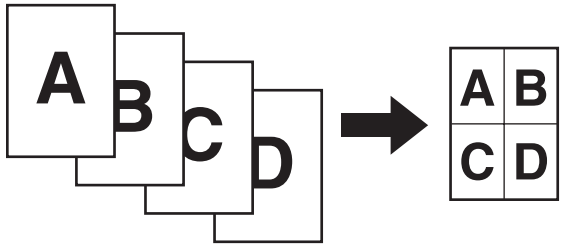
COPYING MULTIPLE ORIGINALS ONTO ONE SHEET (Multi Shot)

Multiple original pages can be copied onto a single sheet of paper in a uniform layout. Select 2in1 to copy two original pages onto one sheet, or 4in1 to copy four original pages onto one sheet. This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.

2in1 copying



4in1 copying



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

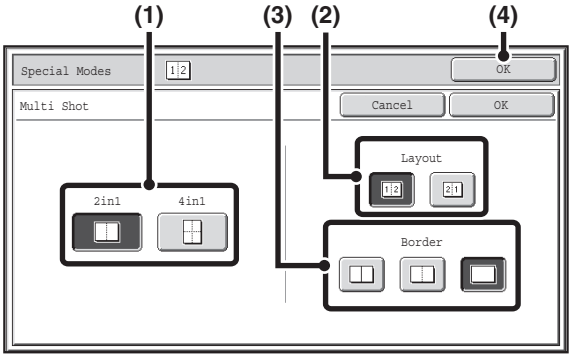
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Multi Shot] key.

☞ SPECIAL MODES (page 43)

3



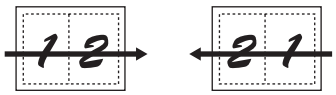
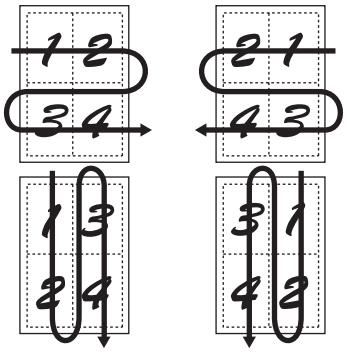
Select the number of originals to be copied onto one sheet of paper, the layout, and the border.

(1) Touch the [2in1] key or the [4in1] key.

If needed, the images will be rotated.

(2) Select the layout.

Select the order in which the originals will be arranged on the copy.

Number of pages	Layout
2in1	
4in1	

The arrows in the above diagram indicate how the images are arranged.

(3) Select the border.

Solid lines, broken lines, or no lines can be selected.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

4

Press the [START] key (◇).

Copying will begin.

If you are using the document glass, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

Press the [STOP] key (⊗).

When using the multi shot function, the appropriate copy ratio will be automatically set based on the original size, paper size, and the number of originals to be copied onto one sheet. The minimum possible reduction ratio is 25%. The original size, paper size, and selected number of original pages may require that the ratio be less than 25%. As copying will take place at 25% in this case, part of the original images may be cut off.

To cancel a multi shot setting...

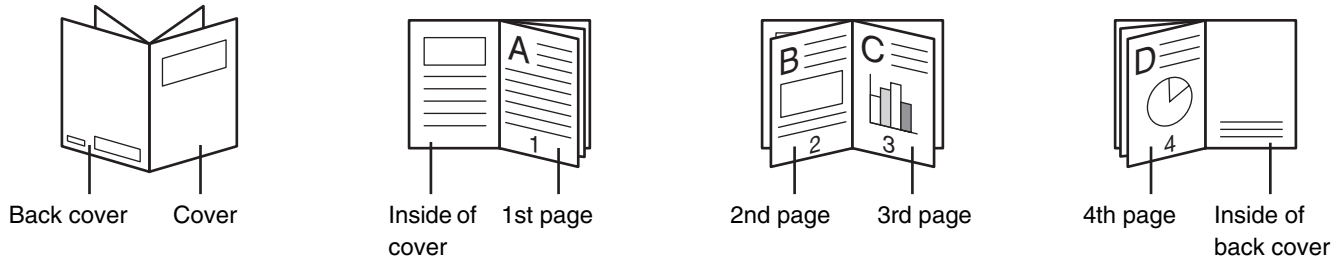
Touch the [Cancel] key in the screen of step 3.

COPYING A PAMPHLET (Book Copy)

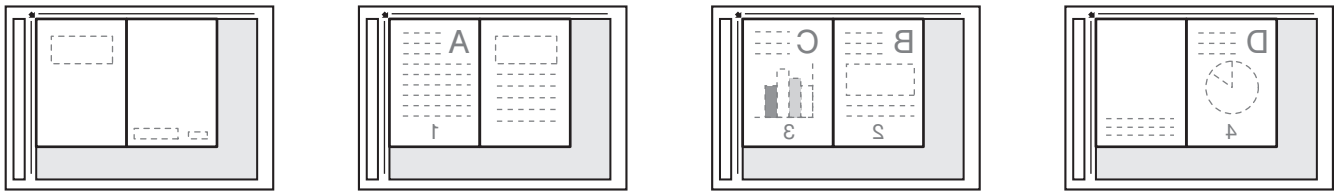
This function is used to make a copy of the two facing pages of an open book or other bound document.
Copies made with this function can be folded at the center to create a booklet.
This function is convenient for arranging copies into an attractive booklet or pamphlet.

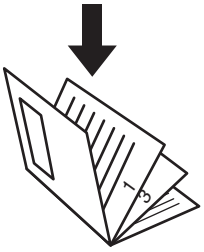
How to place the original

Originals



Place the original





The copies are in the same layout as the original.

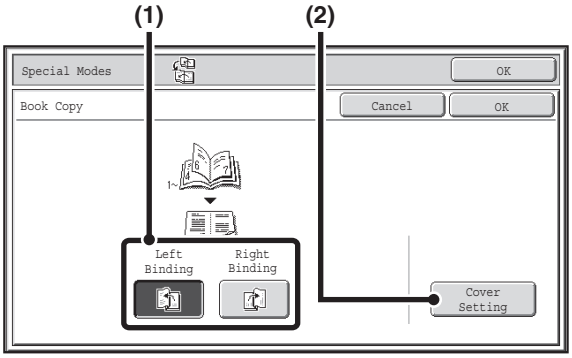
1 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Book Copy] key.

☞ SPECIAL MODES (page 43)

2



Select book copy settings.

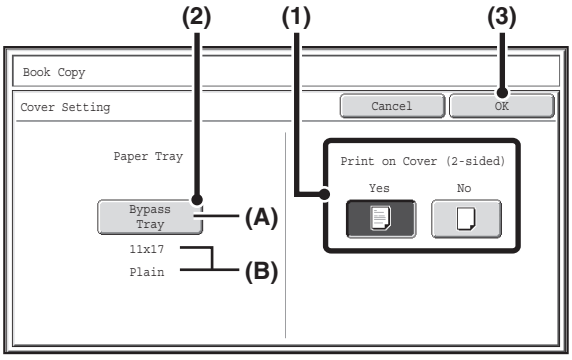
(1) Select the binding position ([Left Binding] or [Right Binding]).

(2) To insert a cover, touch the [Cover Setting] key.

If a cover will not be added, go to step 4.

Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

3



Select cover settings.

(1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

(2) Select paper settings for the cover.

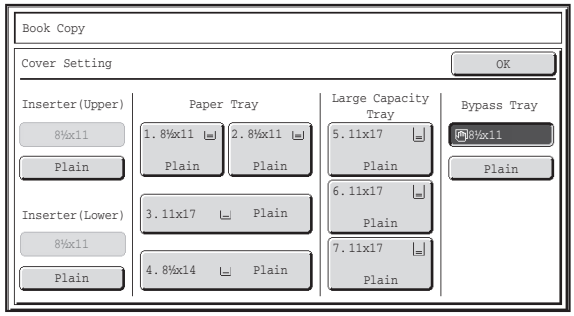
(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

In the example screen, 8-1/2" x 11" (A4) size plain paper is loaded in the bypass tray.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the [OK] key.

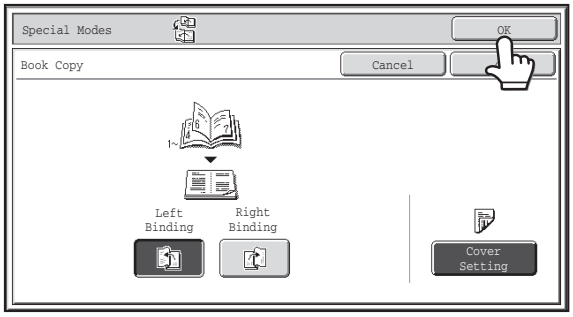


(3) Touch the [OK] key.

- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- When the cover paper is fed from the inserter, the cover cannot be copied on.

To cancel cover settings...
Touch the [Cancel] key.

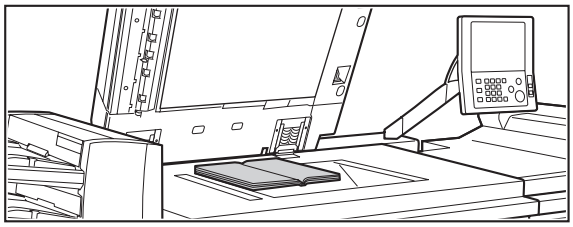
4



Touch the [OK] key.

You will return to the base screen of copy mode.

5



Place the original face down on the document glass.

Place the opened front cover and back cover face down.

6

Press the [START] key () to scan the first original.

Scanning begins.
Scan the remaining original pages in the following order:
Opened inside of front cover and 1st page
Opened 2nd and 3rd page
.
.
.
Opened last page and inside of back cover

To cancel scanning...
Press the [STOP] key ().

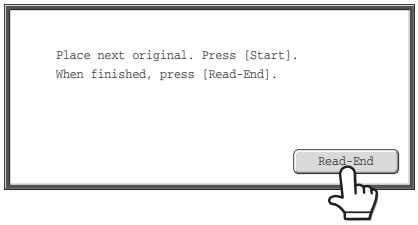
7

Place the next pair of opened pages and press the [START] key ().

Repeat this step until all original pages have been scanned.

To cancel scanning...
Press the [STOP] key ().

8



Touch the [Read-End] key.

Copying will begin.

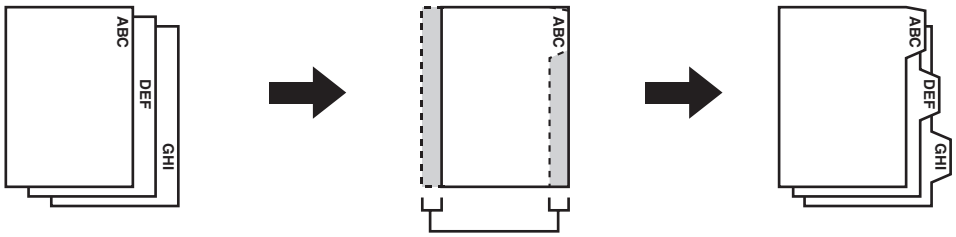
To cancel scanning and copying...
Press the [STOP] key ().

- Four original pages will be copied onto each sheet of paper. Blank pages will be automatically added at the end if the total number of original pages is not a multiple of four.
- If a saddle unit/saddle stitch finisher is installed, the book copy function can be used in combination with the saddle stitch function.
- Book copy cannot be used when transparency film or other media that cannot be turned over is used. (However, if this media is only used for covers or inserts and is not copied on, book copy can be used.)
- When book copy is selected, 2-sided copying is automatically selected. When settings are selected that prevent 2-sided copying, the book copy function cannot be used.

To cancel book copy...
Touch the [Cancel] key in the screen of step 2.

COPYING CAPTIONS ONTO TAB PAPER (Tab Copy)

Captions can be copied onto the tabs of tab paper. Prepare appropriate originals for the tab captions.
Tab copy is possible from both tray 4 and the bypass tray. The following explanation uses the bypass tray (MX-MFX1) as an example.

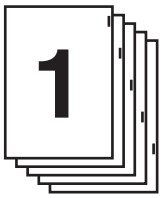
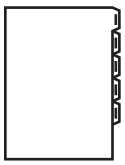
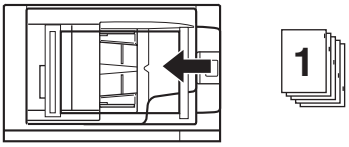
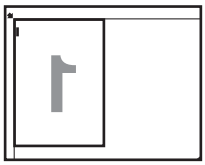
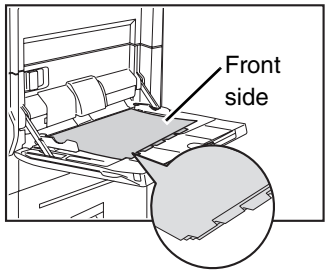


Prepare originals that match the tab positions.

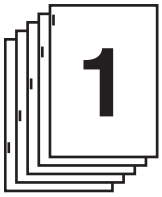
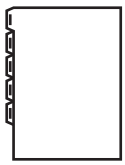
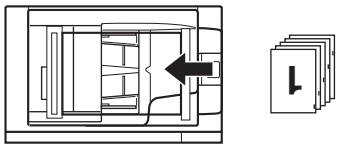
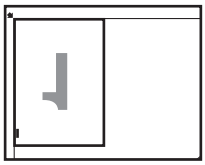
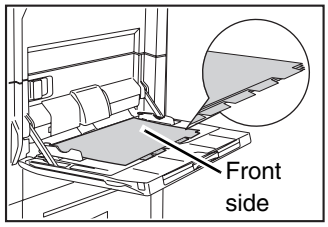
The image is shifted by the width of the tab

RELATION BETWEEN THE ORIGINALS AND THE TAB PAPER

Tab copying with a left binding

Originals	Placing the originals	Loading tab paper
Originals  Final image 	• Document feeder tray  Insert the originals so that the side with no tab text enters first. • Document glass  Place so that the side with the tab text is on the left.	 Load the tab paper so that the tab on the first sheet is away from you.

Tab copying with a right binding

Originals	Placing the originals	Loading tab paper
Originals  Final image 	• Document feeder tray  Insert the originals so that the side with no tab text enters first. • Document glass  Place so that the side with the tab text is on the left.	 Load the tab paper so that the tab on the first sheet is toward you.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

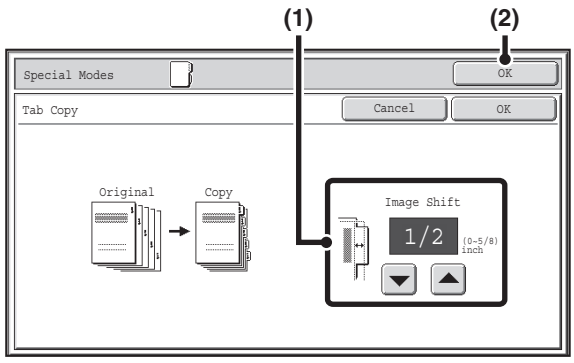
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Tab Copy] key.

☞ SPECIAL MODES (page 43)

3



Set the tab width.

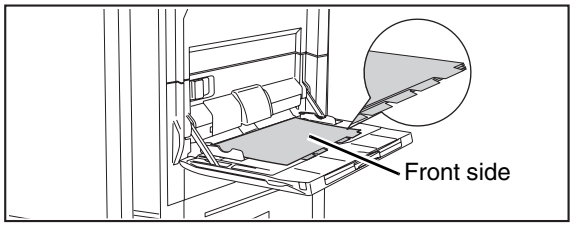
(1) Set the image shift width (tab width) with the ▼ ▲ keys.

0" to 5/8" (0 mm to 20 mm) can be entered.

(2) Touch the [OK] key.

You will return to the base screen of copy mode.
If the [Tab Copy] key for inserts was touched and tab copy settings were selected, the insert settings screen will reappear after the [OK] key is touched.

4



Load the tab paper.

- When using the bypass tray, place the paper with the print side up.
 Place the paper so that the sides with the tabs enter the machine last.
 After loading the tab paper, configure the bypass tray settings as explained in "MAKING COPIES USING THE BYPASS TRAY" (page 40).
- If tab paper is loaded in a tray other than the bypass tray, see "2. Loading Paper" in the User's Guide. After loading tab paper in a tray, see "PAPER TRAYS" (page 14) to select the tray.

The width of the tab paper can be as wide as 8-1/2" x 11" paper (8-1/2") plus 5/8" (or A4 width (210 mm) plus 20 mm).

5

Press the [START] key ().

Copying will begin.
If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

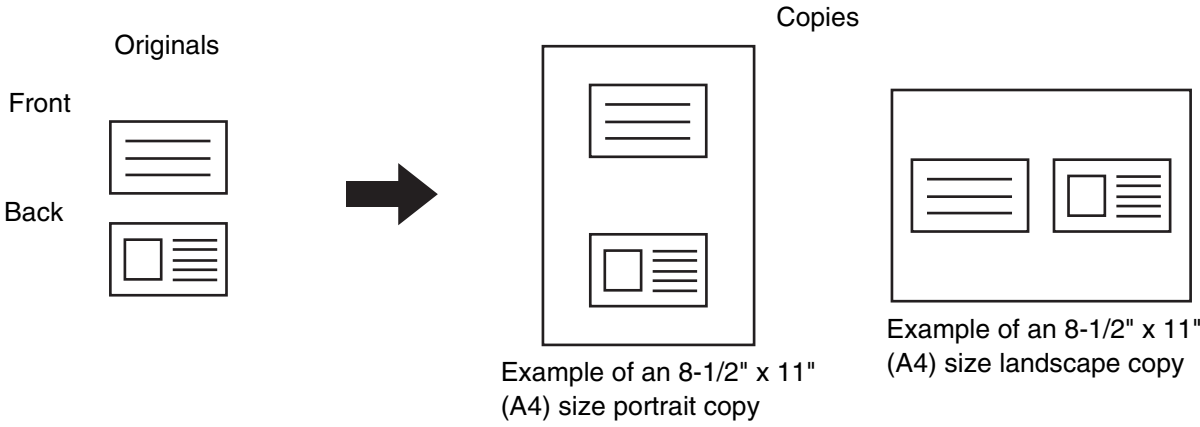
To cancel scanning and copying...
Press the [STOP] key ().

To cancel tab copy...
Touch the [Cancel] key in the screen of step 3.

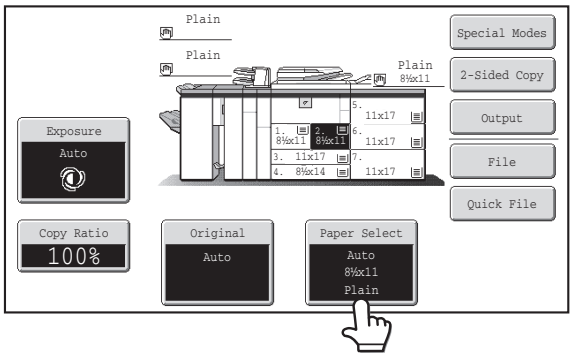
System Settings (Administrator): Initial Tab Copy Setting
The default image shift width can be set from 0" to 5/8" (0 mm to 20 mm). The factory default setting is "1/2" (10 mm)".

COPYING BOTH SIDES OF A CARD ON ONE SHEET OF PAPER (Card Shot)

When copying a card, this function allows you to copy the front and reverse sides together onto a single sheet of paper. This function is convenient for making copies for identification purposes and helps save paper.



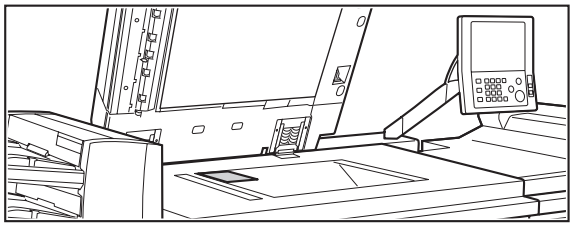
1



Select the paper to be used for card shot.

Select the paper as explained in "PAPER TRAYS" (page 14).

2



Place the original face down on the document glass.

3

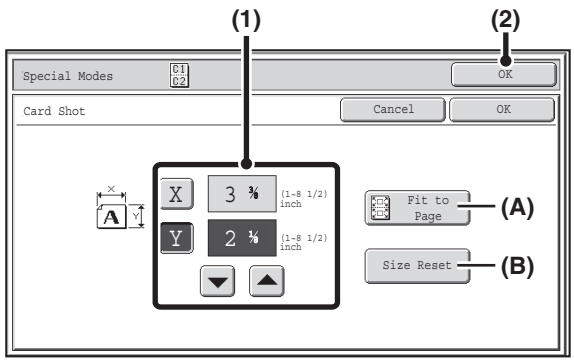
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Card Shot] key.

☞ SPECIAL MODES (page 43)

4



Select card shot settings.

(1) Enter the original size.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the ▼ ▲ keys.
Touch the [Y] key and enter the Y (vertical) dimension of the original with the ▼ ▲ keys.

(A) To enlarge or reduce the images to fit the paper based on the entered original size, touch the [Fit to Page] key.

(B) The [Size Reset] key can be pressed to return the horizontal and vertical dimensions to the values set in "Card Shot Settings" in the system settings (administrator).

(2) Touch the [OK] key.

You will return to the base screen of copy mode. Make sure that the entered dimensions appear in the [Original] key.

5

Press the [START] key (◇) to scan the front side of the card.

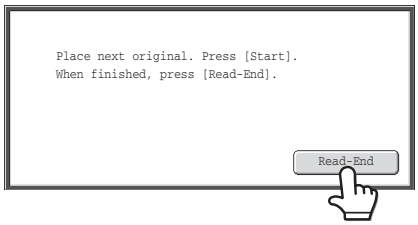
To cancel scanning...
Press the [STOP] key (⊗).

6

Turn the card over and press the [START] key (◇) to scan the reverse side of the card.

To cancel scanning...
Press the [STOP] key (⊗).

7



Touch the [Read-End] key.

Copying will begin.

To cancel copying...
Press the [STOP] key (⊗).

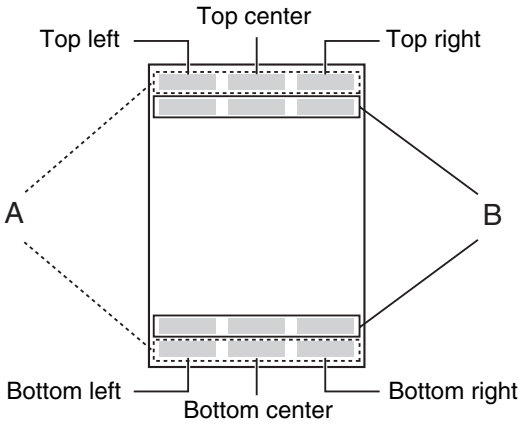
- The original must be placed on the document glass.
- Copying is only possible on standard size paper.
- XY Zoom cannot be used when using this function.
- The image cannot be rotated when using this function.

To cancel card shot...
Touch the [Cancel] key in the screen of step 4.

System Settings (Administrator): Card Shot Settings
This is used to set the values to which the size returns when the [Size Reset] key is pressed. 1" to 8-1/2" (25 mm to 210 mm) can be entered for both the horizontal and vertical dimensions.
The factory default settings are 3-3/8" (86 mm) for X (the width) and 2-1/8" (54 mm) for Y (the height).

PRINTING THE DATE AND A STAMP ON COPIES (Stamp)

Use this function to print the date, a stamp, the page number, and text on copies.
Six printing positions are available: top left, top center, top right, bottom left, bottom center, and bottom right.
The printing positions are separated into areas that are used for the date, page number and text (A below), and areas that are used for a stamp (B below).



Stamp	Print area	Maximum number of positions
Date	A	1 position only
Stamp	B	6 positions
Page Numbering	A	1 position only
Text	A	6 positions

- If the selected stamp content of one position overlaps the stamp content of another position, priority will be given in the following order: right side, left side, center. Content that is hidden due to overlapping will not be printed.
- Text will be printed at the preset size regardless of the copy ratio or paper size setting.
- Text will be printed at the preset exposure regardless of the exposure setting.
- Depending on the size of the paper, some printed content may be cut off or shifted out of position.

When used in combination with other special modes

When Stamp is used in combination with the following special modes, the special modes are reflected in the stamp content.

Special Modes	Printing
Margin Shift	Together with the image, the stamp content is shifted the amount of the margin width.
Tab Copy Centering	Unlike a copy image that moves, the image will be printed in the position set in the stamp.
Dual Page Copy Multi Shot Card Shot	The stamp is printed on each copy sheet.
Pamphlet Copy Book Copy	The stamp is printed on each page of the resulting pamphlet or book.
Covers/Inserts	Use the stamp settings to select whether or not the item is printed on inserted covers and inserts.

When used in combination with "Erase", "Job Build", "Full Bleed Copy", "Mirror Image", or "B/W Reverse", the stamp is printed in the set position as usual.

GENERAL PROCEDURE FOR USING STAMP

To select stamp settings, follow the steps below.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

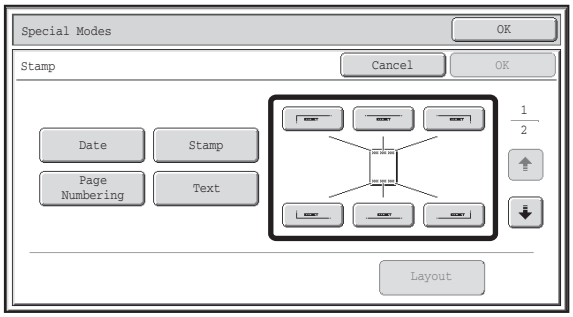
(1) Touch the [Special Modes] key.

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Stamp] key.

☞ SPECIAL MODES (page 43)

3



Select the print position.

Select from 6 positions: top left, top center, top right, bottom left, bottom center, bottom right.
You can also skip this step and go directly to the next step. In this case, the stamp items will be printed in the following positions:

Date: Top right
Stamp: Top left
Page number: Bottom center
Text: Top left

Print positions

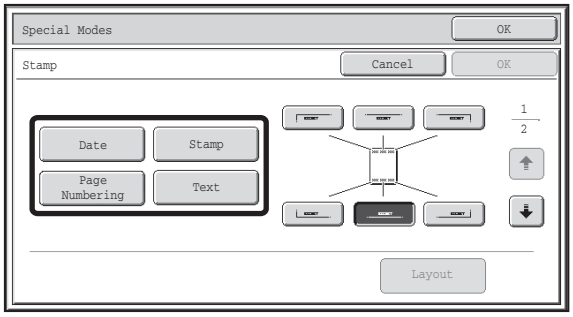
The keys that show the print positions will appear as follows depending on the state of the settings.

	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been selected.

The above key is the top left key. The appearance of each key varies depending on the position of the key.

- "Date" and "Page Numbering" cannot be selected in multiple positions. If the [Date] key or [Page Numbering] key is touched when "Date" or "Page Numbering" has already been selected for a position, a message will appear asking you if you wish to move that item to the selected position. To move the item, touch the [Yes] key. Otherwise, press the [No] key.
- If you attempt to set "Date", "Text", or "Page Numbering" in a position where one of these items is already set, a message will appear. To change the previously selected item to the new item, touch the [Yes] key. To keep the previous item, touch the [No] key.

4



Select Stamp.

For detailed information on each of the stamp items, see the following sections:

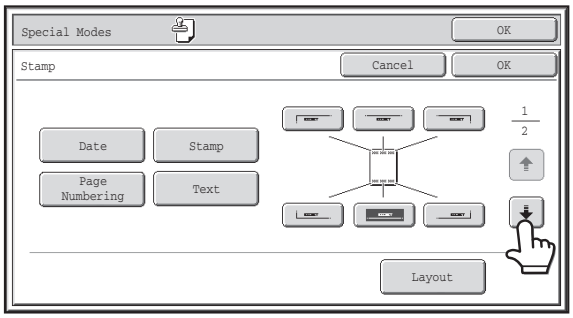
Date: ADDING THE DATE TO COPIES (Date) (page 87)

Stamp: STAMPING COPIES (Stamp) (page 89)

Page numbering: PRINTING PAGE NUMBERS ON COPIES (Page Numbering) (page 91)

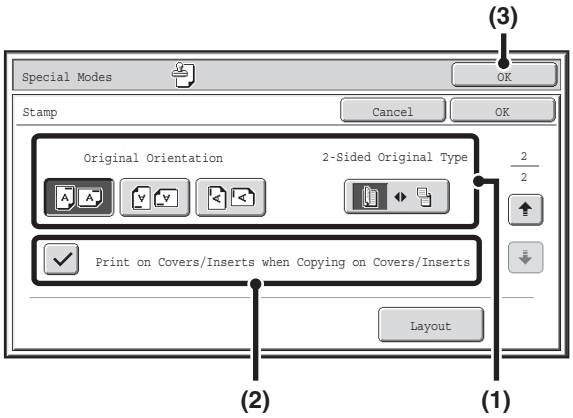
Text: PRINTING TEXT ON COPIES (Text) (page 95)

5



When you have finished selecting stamp settings, touch the ↓ key.

6



Select settings for the original and covers/inserts.

(1) Touch the [Original Orientation] key and specify the orientation of the placed original.

If 2-sided originals have been placed, touch the key and specify the binding position (booklet binding or tablet binding) of the originals.

(2) Select stamp settings for covers/inserts.

If you do not want to print the stamp items on covers/inserts, touch the checkbox to remove the checkmark ☐.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.
To edit a stamp position or delete a stamp item, touch the [Layout] key.

☞ CHECKING THE STAMP LAYOUT (Layout) (page 99)

- When copying on covers/inserts is not selected, printing will not take place even if a checkmark appears.
- This setting cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).

7 Press the [START] key ().

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

Press the [STOP] key ().

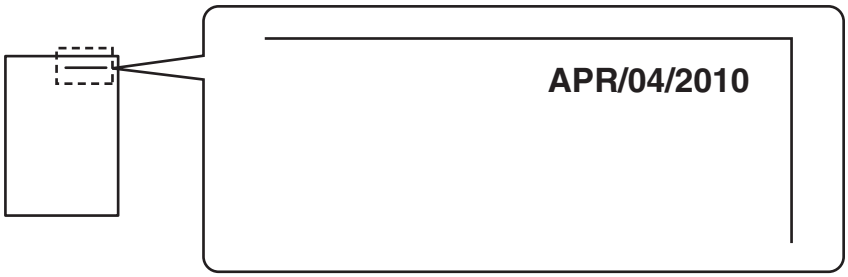
To cancel Stamp...

Touch the [Cancel] key in the screen of step 3.

ADDING THE DATE TO COPIES (Date)

The date can be printed on copies. The position of the date, format, and page (first page only or all pages) can be selected.

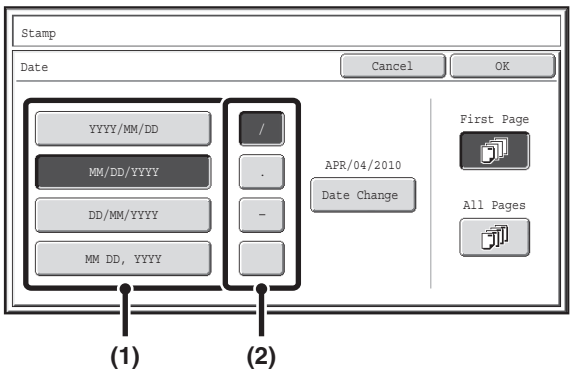
Example: Printing APRIL 4, 2010 in the top right corner of the paper.



1 Touch the [Date] key in the stamp selection screen.

See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 84).

2

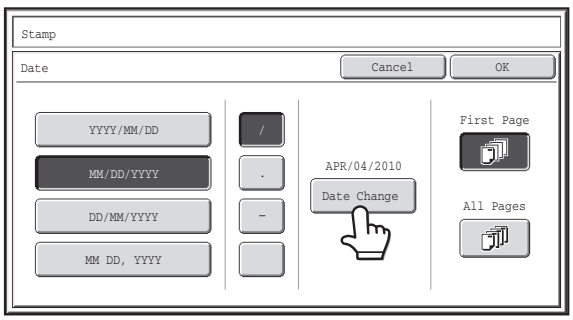


Set the date format.

(1) Touch the key that shows the desired date format.

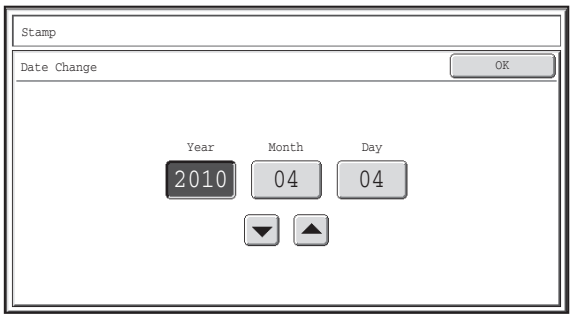
(2) If you selected [YYYY/MM/DD], [MM/DD/YYYY], or [DD/MM/YYYY], touch the [/], [.], [-], or [] key to select the separator.

3



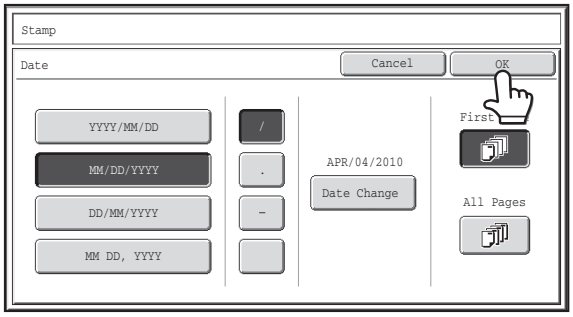
Check the displayed date. If you need to change the date, touch the [Date Change] key.

Set the date that you wish to use and touch the [OK] key.



- If you select a date that does not exist (such as Feb. 30), the [OK] key will be grayed out to prevent entry.
- Changing the date here will not change the date that is set in the machine using "Clock" in the system settings.

4



Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "GENERAL PROCEDURE FOR USING STAMP" (page 84) to complete the copy procedure.

To cancel the date print setting...
Touch the [Cancel] key in the screen of step 2.

STAMPING COPIES (Stamp)

Text such as "CONFIDENTIAL" can be printed in white on a dark background as a "stamp" on copies. The position, size, density, and pages (first page only or all pages) can be selected for a stamp.

Printing "CONFIDENTIAL" in the top left corner of a copy



The following 12 selections are available for the stamp text.

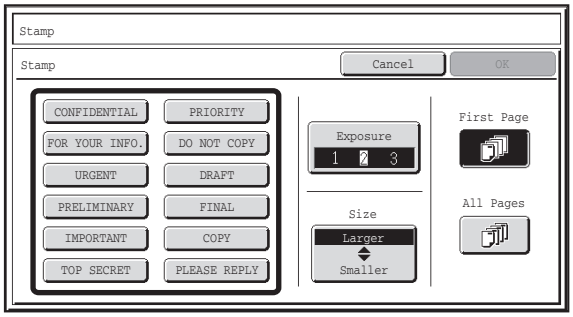
CONFIDENTIAL	PRIORITY	PRELIMINARY	FINAL
FOR YOUR INFO.	DO NOT COPY	IMPORTANT	COPY
URGENT	DRAFT	TOP SECRET	PLEASE REPLY

Three levels can be selected for the density of the stamp background.
Two stamp sizes can be selected.

1 **Touch the [Stamp] key in the stamp selection screen.**

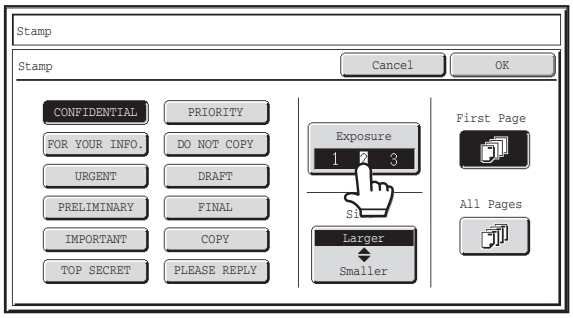
See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 84).

2



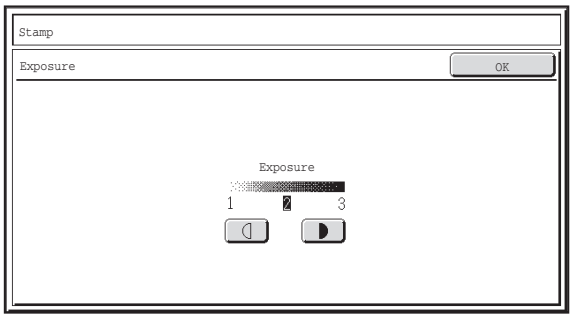
Touch the key of the stamp that you wish to use.

3

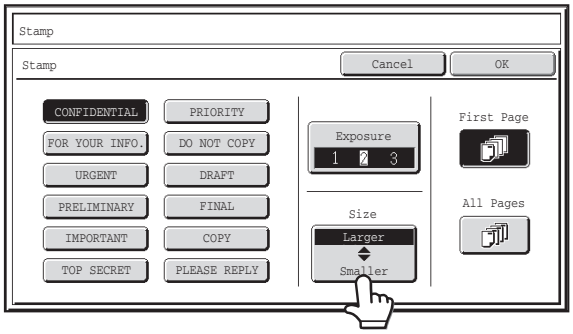


Touch the [Exposure] key and set the density.

If you wish to darken the image, touch the ◗ key. If you wish to lighten the image, touch the ◖ key.
When you have finished selecting the settings, touch the [OK] key.

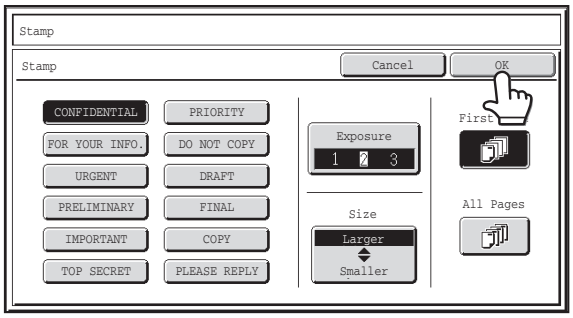


4



Touch the [Larger ⬍ Smaller] key to select the size of the stamp.

5



Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages.
After touching the [OK] key, continue from step 5 of "GENERAL PROCEDURE FOR USING STAMP" (page 84) to complete the copy procedure.

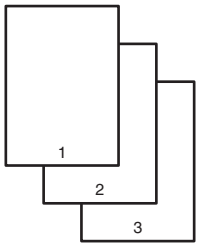
The stamp text cannot be edited.

To cancel a stamp setting...
Touch the [Cancel] key in the screen of step 2.

PRINTING PAGE NUMBERS ON COPIES (Page Numbering)

Page numbers can be printed on copies.
The position, format, and page number can be selected for page numbering.

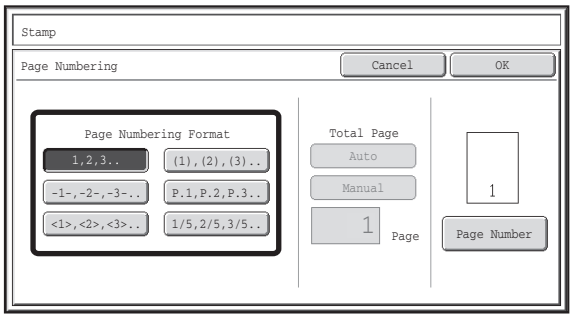
Printing the page number at the bottom center of the paper.



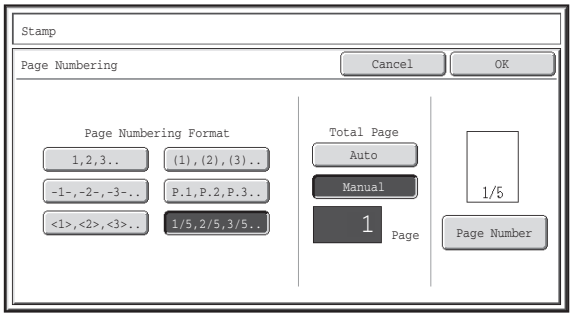
1 Touch the [Page Numbering] key in the stamp selection screen.

See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 84).

2 Select a format for the page number.



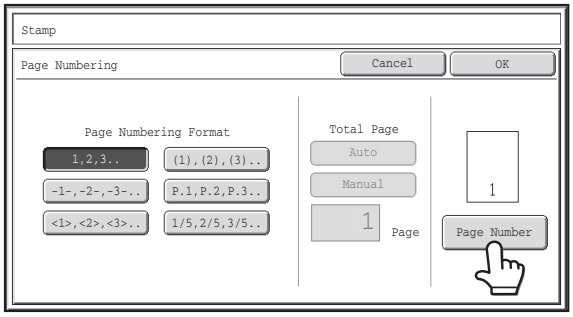
If the [1/5, 2/5, 3/5] key is selected,
"Page number / total pages" will be printed. "AUTO" is initially selected for the total pages, which means that the number of scanned original pages is automatically set as the total pages. If you need to set the total pages manually, such as when a large number of originals are divided into sets for scanning, touch the [Manual] key to display the total pages entry screen.



Enter the total pages (1 to 9999) with the numeric keys and touch the [OK] key.
The [CLEAR] key (C) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (C) and then enter the correct number.

- When 2-sided copying is performed, the total pages is the total number of sides of the paper. If the final page is blank, it is not counted. However, if a back cover will be added and the [Count Back Cover] checkbox is selected ☑, the final page is counted. (See step 6.)
- When used in combination with "Dual Page Copy", "Multi Shot", or "Card Shot", the number of sides of the paper copied on is the total pages.
- When used in combination with "Pamphlet Copy" or "Book Copy", the total number of pages in the resulting pamphlet or booklet is the total pages.

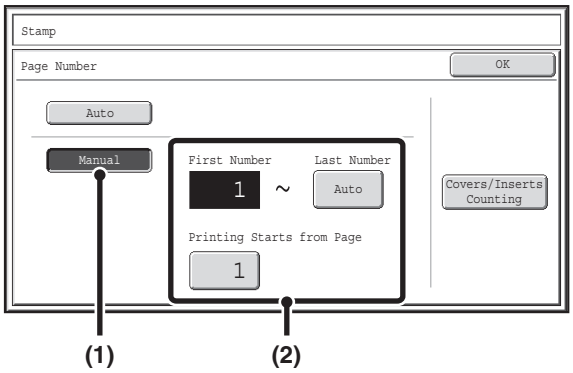
3



To configure page number settings, touch the [Page Number] key.

If you do not need to configure page number settings, go to step 8.

4



Select page number settings.

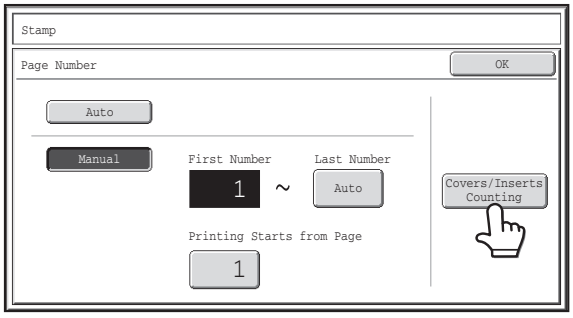
(1) Touch the [Manual] key.

(2) Set the first number, the last number, and the "Printing Starts from Page" number.

Touch each key and enter a number with the numeric keys (1 to 9999).
The [CLEAR] key (C) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (C) and then enter the correct number.

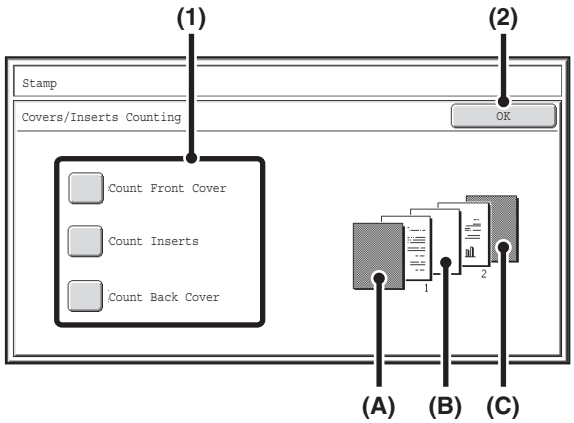
- A "Last Number" smaller than the "First Number" cannot be set.
- The "Last Number" is initially set to "Auto", which means that page numbers are automatically printed through the last page based on the "First Number" and "Printing Start from Page" settings.
- If the "Last Number" is set to a number smaller than the "Total Pages", page numbers are not printed on pages after the page set as the "Last Number".
- "Printing Starts from Page" is used to set the page number from which you want to begin printing page numbers. For example, if "3" is set and 1-sided copying is being performed, page numbers will be printed beginning from the 3rd copy sheet (the 3rd original page). If 2-sided copying is being performed, page numbers will be printed beginning from the front side of the 2nd copy sheet (the 3rd original page).

5



If covers/inserts will be inserted, touch the [Covers/Inserts Counting] key if you want to include the covers/inserts in the page number count and want page numbers printed on the covers/inserts.

6

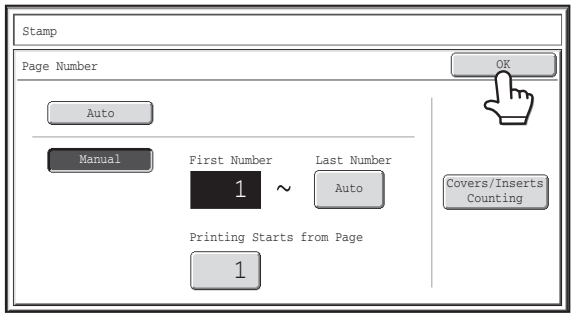


Touch each item that you want counted in the page numbers so that a checkmark appears ☑, and then touch the [OK] key.

Items with a checkmark ☑ will be reflected in the print image on the right side of the screen.
(A): Front cover image
(B): Insert image
(C): Back cover image

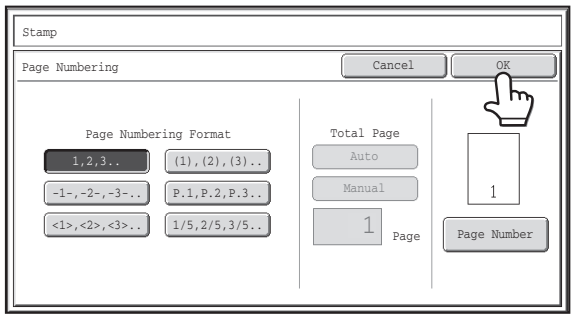
- When the checkboxes are selected ☑, each inserted sheet of paper (front cover, insert, or back cover) will be counted as one page in the case of 1-sided copying, or two pages in the case of 2-sided copying. However, when the body sheets are 1-sided copies and the inserted sheets are 2-sided copies, each body sheet is counted as one page and each inserted sheet is counted as two pages.
- Page numbers are printed on covers/inserts if the covers/inserts are counted and if they are copied on.

7



Touch the [OK] key.

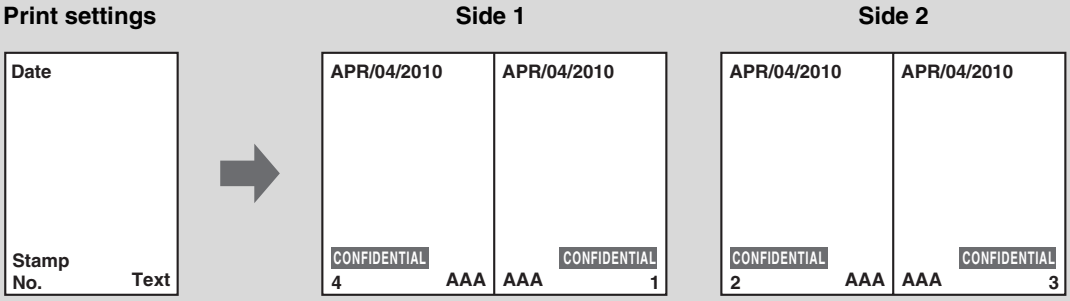
8



Touch the [OK] key.

After touching the [OK] key, continue from step 5 of "GENERAL PROCEDURE FOR USING STAMP" (page 84) to complete the copy procedure.

- When Page Numbering is selected, copying in group mode is not possible. The mode automatically changes to sort mode.
- When the page number printing position is set to the right side or left side and pamphlet copy or book copy is used, the print position is changed so that the page numbers always appear on the outer side of each opened page (the left and right sides of the opened pages). If a stamp is set in the area where page numbering is set, the position of the stamp changes in the same way as the page number.
 If another stamp item is set in this changing position, the page numbers will alternate sides with this stamp item.
 A stamp item that is in a position not affected by the changing page number position will be printed in its original set position.
 Example: When four pages are copied using pamphlet copy and the page number format is "1, 2, 3...", the result is as follows:
 In this example, the page number is set at the bottom of the page and the date is set at the top, and thus the date does not move.

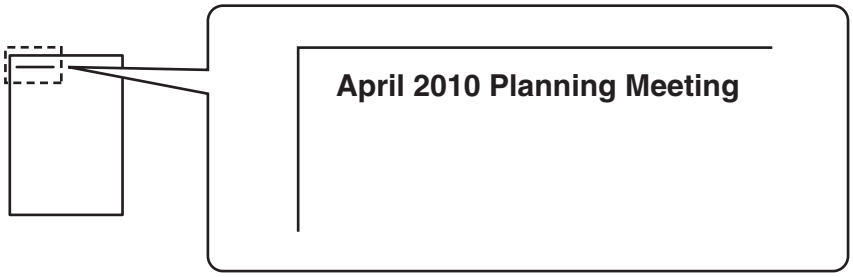


To cancel the page numbering setting...
Touch the [Cancel] key in the screen of step 2.

PRINTING TEXT ON COPIES (Text)

Entered text can be printed on copies. Up to 30 frequently used text strings can be stored.

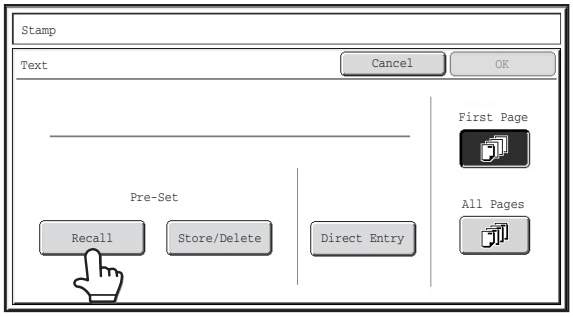
Example: Printing "April 2010 Planning Meeting" in the top left corner of the paper



1 Touch the [Text] key in the stamp selection screen.

See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 84).

2



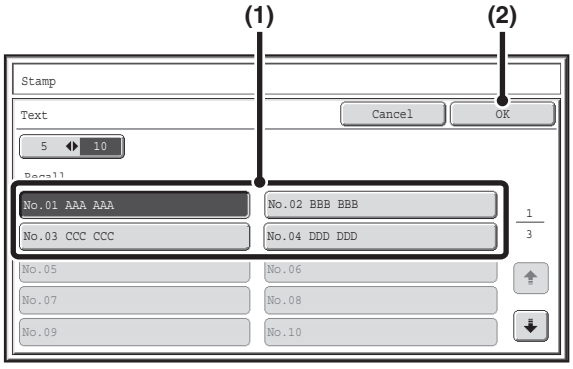
Touch the [Recall] key.

The [Direct Entry] key can be touched to display the text entry screen. To enter text, see "7. ENTERING TEXT" in the User's Guide. When all characters have been entered, touch the [OK] key.

To store or delete a text string, touch the [Store/Delete] key.

☞ Storing, editing, and deleting text strings (page 97)

3



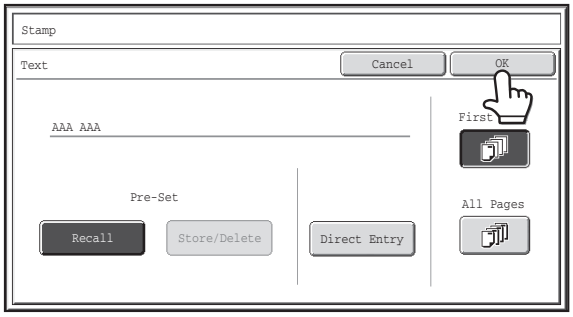
Specify the text to be printed.

(1) Touch the text string that you wish to select.

You can touch the [5 ◆▶ 10] key to switch the number of keys displayed in the screen between 5 and 10. When 5-key display is selected, the entire text string appears in each key.

(2) Touch the [OK] key.

4



Select the pages to be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "GENERAL PROCEDURE FOR USING STAMP" (page 84) to complete the copy procedure.

Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.

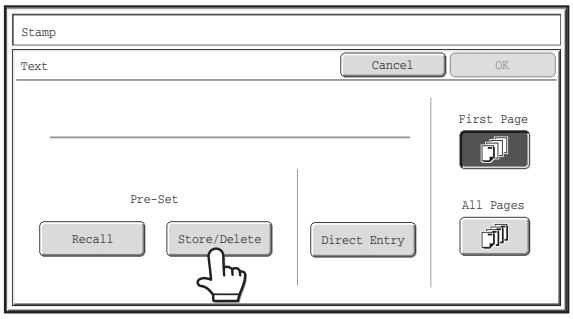
To cancel a text setting...
Touch the [Cancel] key in the screen of step 2.

Storing, editing, and deleting text strings

1 Touch the [Text] key in the stamp selection screen.

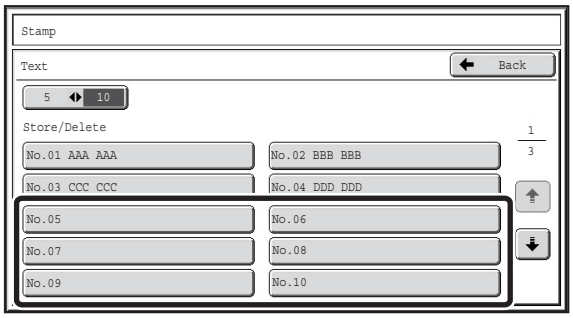
See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 84).

2



Touch the [Store/Delete] key.

3

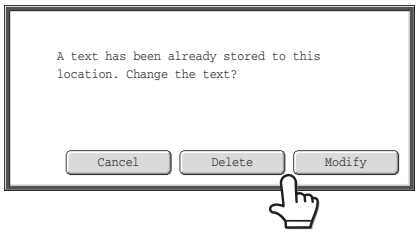


Store a text string, or edit/delete a stored text string.

- To store a text string, touch a key with no text stored. A text entry screen will appear. A maximum of 50 characters can be entered. To enter text, see "7. ENTERING TEXT" in the User's Guide. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- To edit or delete a text string, follow the instructions below.

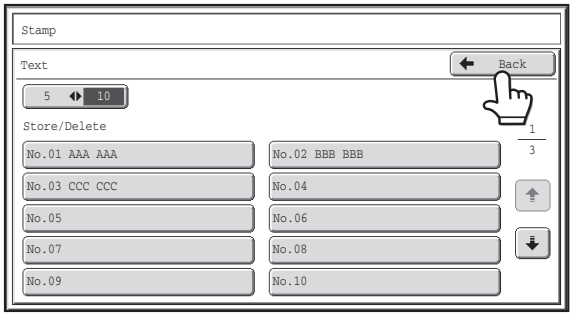
To edit or delete a text string...

- When the key with the text string is touched, the following screen appears. When the [Modify] key is touched, a text entry screen appears. The stored text string appears in the text entry screen. Edit the text. To enter text, see "7. ENTERING TEXT" in the User's Guide. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- When the [Delete] key is touched, the stored text is deleted.



- Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.

4



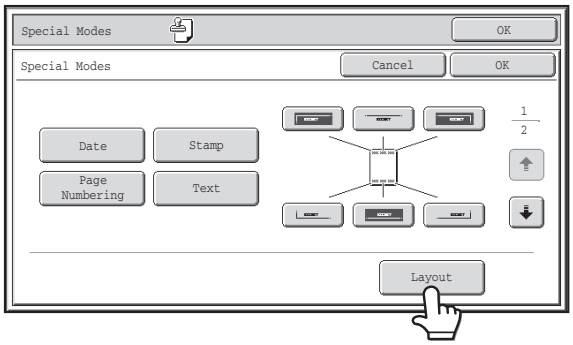
Touch the [Back] key.

You will return to the screen of step 2.
To copy using a stored text string, continue from step 2 of "PRINTING TEXT ON COPIES (Text)" (page 95).

CHECKING THE STAMP LAYOUT (Layout)

After stamp items have been selected, you can check the print layout, change the print position, and delete stamp items.

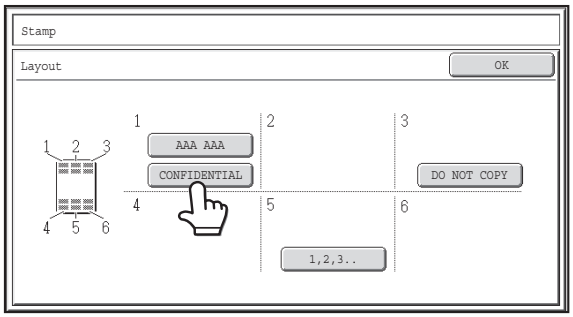
1



Touch the [Layout] key.

The [Layout] key can only be touched when stamp items have been selected.

2

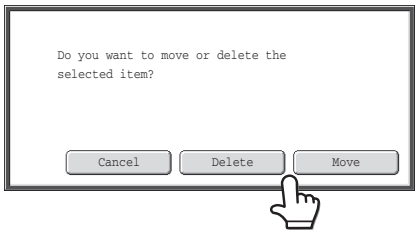


If the layout is correct, touch the [OK] key.

Touch the key of the stamp item that you want to delete or whose position you want to change.

A maximum of 14 characters appear in each key.

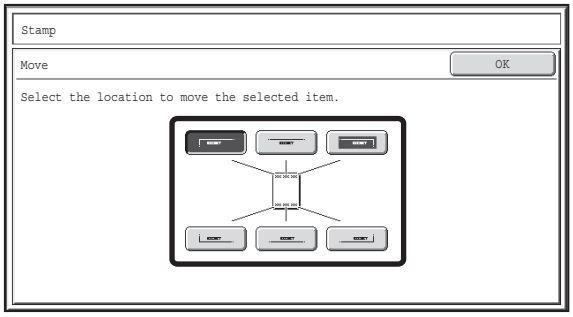
3



To change the position of the item, touch the [Move] key. To delete the item, touch the [Delete] key.

- If the [Move] key is touched, a screen for selecting the destination position appears.
- If the [Delete] key is touched, the item is deleted. (Go to step 6.)

4



Touch the key of the desired destination position.

The touched position key is highlighted and the print position changes.

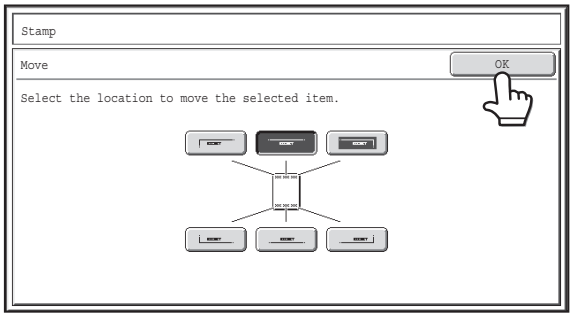
The keys that show the print positions will appear as follows depending on the state of the settings.

	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been selected.

The above key is the top left key. The appearance of each key varies depending on the position of the key.

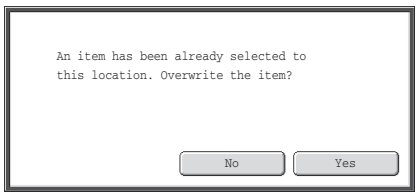
If you wish to swap the position of the selected stamp item with the position of another stamp item, temporarily move either one of the items to an unoccupied position and then switch the print positions.

5

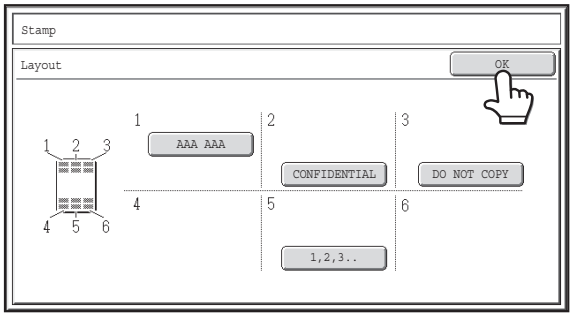


Touch the [OK] key.

If you attempt to move the stamp item to a position that is already occupied by another stamp item, a message will appear asking you if you wish to overwrite the other stamp item. To overwrite the other stamp item, touch the [Yes] key. To cancel the move, touch the [No] key.



6

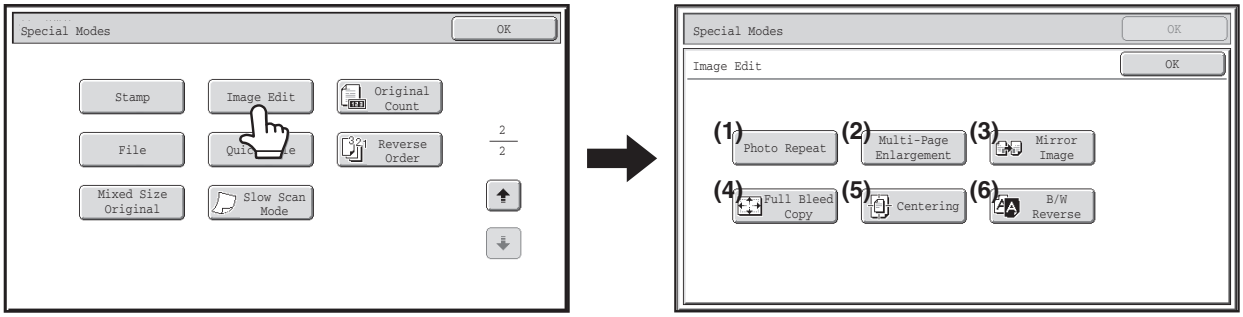


Touch the [OK] key.

[Image Edit] KEY

When the [Image Edit] key is touched in the 2nd special modes menu screen, the image edit menu screen opens.

Image edit menu screen



Click a key in the screen to jump to an explanation of the key.

(1) [Photo Repeat] key (page 102)

(2) [Multi-Page Enlargement] key (page 104)

(3) [Mirror Image] key (page 107)

(4) [Full Bleed Copy] key (page 108)

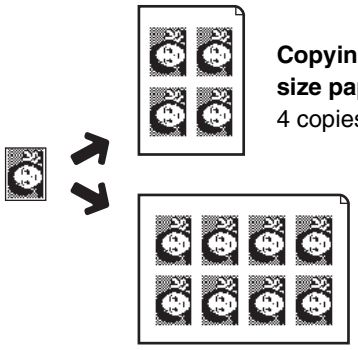
(5) [Centering] key (page 110)

(6) [B/W Reverse] key (page 112)

REPEATING PHOTOS ON A COPY (Photo Repeat)

Photo Repeat is used to create repeated images of a photo-size original (3" x 5" size, 5" x 7" size, 2-1/2" x 4" size, 2-1/2" x 2-1/2" size or 2-1/8" x 3-5/8" size (130 mm x 90 mm size, 100 mm x 150 mm size, 70 mm x 100 mm size, 65 mm x 70 mm size or 57 mm x 100 mm size)) on a single sheet of copy paper as shown below. Up to 24 images (when the image is 2-1/2" x 2-1/2" size (65 mm x 70 mm size)) can be repeated on a single sheet of paper.

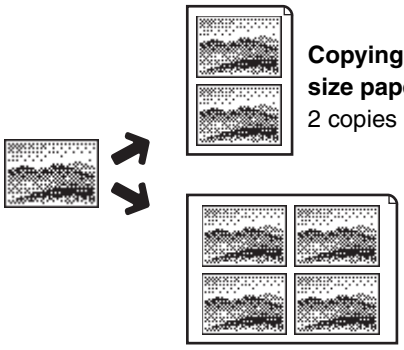
• Original sizes up to 3" x 5" (130 mm x 90 mm)



Copying on 8-1/2" x 11" (A4) size paper
4 copies are made.

Copying on 11" x 17" (A3) size paper
8 copies are made.

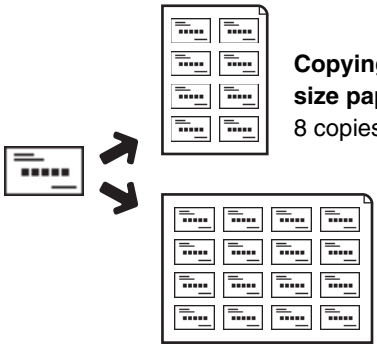
• Original sizes up to 5" x 7" (100 mm x 150 mm)



Copying on 8-1/2" x 11" (A4) size paper
2 copies are made.

Copying on 11" x 17" (A3) size paper
4 copies are made.

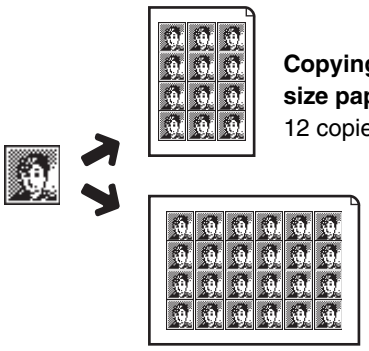
• Original sizes up to 2-1/2" x 4" (70 mm x 100 mm)



Copying on 8-1/2" x 11" (A4) size paper
8 copies are made.

Copying on 11" x 17" (A3) size paper
16 copies are made.

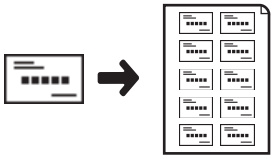
• Original sizes up to 2-1/2" x 2-1/2" (65 mm x 70 mm)



Copying on 8-1/2" x 11" (A4) size paper
12 copies are made.

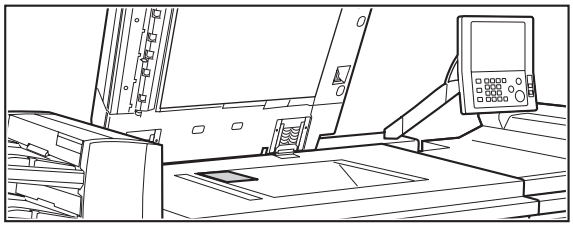
Copying on 11" x 17" (A3) size paper
24 copies are made.

• Original sizes up to 2-1/8" x 3-5/8" (57 mm x 100 mm)



Copying on 8-1/2" x 11" (A4) size paper (Ratio 95%)
10 copies are made.

1



Place the original face down on the document glass.

- When placing a 3" x 5", 5" x 7", 2-1/2" x 4", 2-1/2" x 2-1/2" or 2-1/8" x 3-5/8" (130 mm x 90 mm, 100 mm x 150 mm, 70 mm x 100 mm, 65 mm x 70 mm or 57 mm x 100 mm) photo size original, place the original with the long side aligned against the left side of the document glass.
- When placing a business card size original, place the original with the long side aligned against the far side of the document glass.

2 Select the special modes.

(1) Touch the [Special Modes] key.

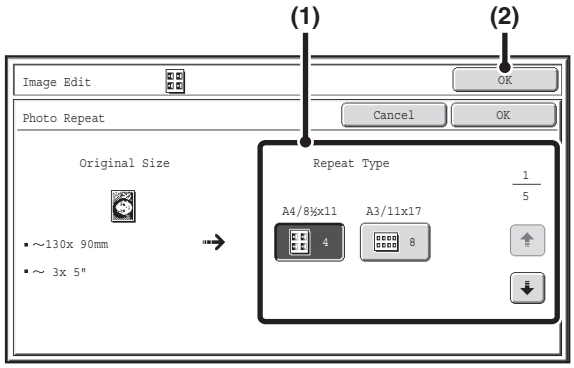
(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Image Edit] key.

(4) Touch the [Photo Repeat] key.

☞ [Image Edit] KEY (page 101)

3 Select Photo Repeat settings.



(1) Touch the key showing the original type and paper size combination that you want to use.

Touch the ↓ ↑ keys to switch through the screens and touch the desired repeat type key (8-1/2" x 11" or 11" x 17" (A4 or A3)).

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

When making repeat copies of a business card size original (up to 2-1/8" x 3-5/8" (57 mm x 100 mm)), only 8-1/2" x 11" (A4) can be selected for the paper size.

4 Press the [START] key (◇).

Copying will begin.

If you have selected sort mode, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

Press the [STOP] key (⊗).

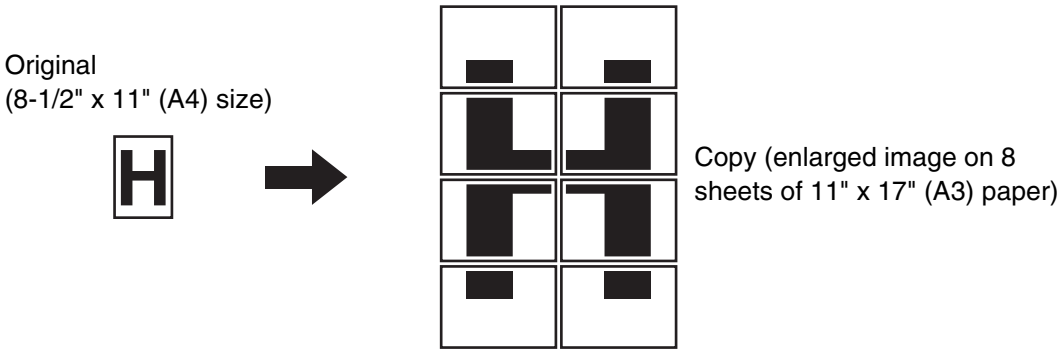
- The original must be placed on the document glass.
- Only 8-1/2" x 11" (A4) or 11" x 17" (A3) size paper can be used.
- The copy ratio is 100% when this function is used. (The ratio cannot be changed.) However, for a business card size original (up to 2-1/8" x 3-5/8" (57 mm x 100 mm)), the images are reduced to 95%.

To cancel the photo repeat setting...

Touch the [Cancel] key in the screen of step 3.

CREATING A LARGE POSTER (Multi-Page Enlargement)

This function is used to enlarge an image of an original and print it as a composite image using multiple sheets of paper.



1

Select the special modes.

(1) Touch the [Special Modes] key.

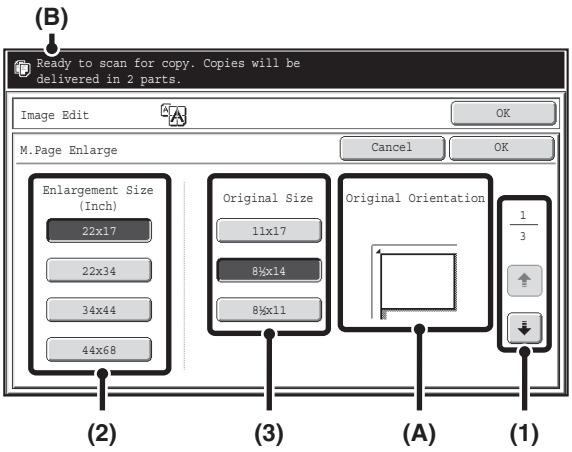
(2) Touch the keys to switch through the screens.

(3) Touch the [Image Edit] key.

(4) Touch the [Multi-Page Enlargement] key.

☞ [Image Edit] KEY (page 101)

2



Set the enlargement size and the original size.

(1) Select the size system that you wish to use for multi-page enlargement.

Touch the keys to display the screen that shows the desired group of sizes.

- 1st screen: Inch system
- 2nd screen: A system
- 3rd screen: B system

(2) Select the enlargement size.

(3) Select the size of the original to be used.

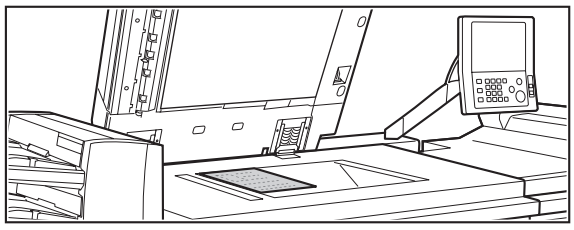
A suitable original placement orientation (A) and the number of sheets of paper required for the enlarged image (B) are displayed based on the selected original size and enlargement size.
Check the placement orientation and number of sheets.
The following combinations of original sizes and enlargement sizes are possible for multi-page enlargement.

	Enlargement size ⟷ Original size
Inch system	22" x 17" ⟷ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	22" x 34" ⟷ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	34" x 44" ⟷ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	44" x 68" ⟷ 11" x 17"
A system	A2 ⟷ A3, A4, A5
	A1 ⟷ A3, A4, A5
	A0 ⟷ A3, A4
	A0 x 2* ⟷ A3
B system	B3 ⟷ B4, B5
	B2 ⟷ B4, B5
	B1 ⟷ B4, B5
	B0 ⟷ B4

* The size that is twice A0 size.

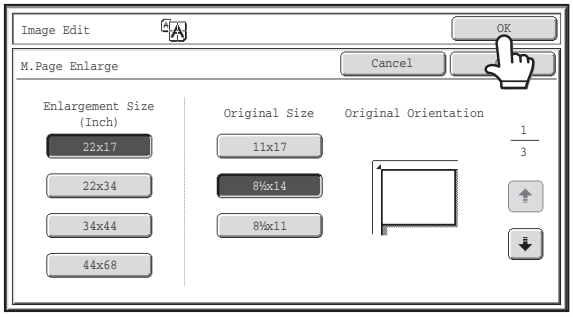
An A size original cannot be enlarged to a B size, and a B size original cannot be enlarged to an A size.

3



Place the original face down on the document glass in the orientation indicated in the screen.

4



Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

5

Press the [START] key ().

Copying will begin.

If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

Press the [STOP] key ().

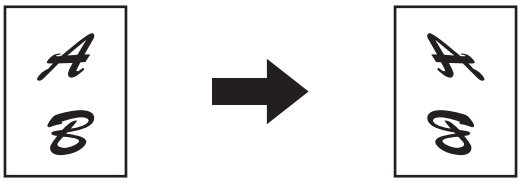
- The original must be placed on the document glass.
- Overlap of sections of image
 - There will be a margin around the edges of each copy.
 - Areas for overlapping the copies will be created at the leading and trailing edges of each copy.
- If an original size is selected first, a message will appear indicating the enlargement sizes that can be selected. If an enlargement size is selected first, a message will appear indicating the original sizes that can be selected.
- If a combination of settings is selected for which multi-page enlargement is not possible, invalid selection beeps will sound.
- The paper size, number of sheets required for the enlarged image, and the ratio are automatically selected based on the selected original size and enlargement size.
 (The paper size and ratio cannot be selected manually.)
- If no paper trays have the size of paper that was automatically selected, "Load XXX paper" will appear. Change the paper in one of the trays or the bypass tray to the indicated size of paper.

To cancel the multi-page enlargement setting...

Touch the [Cancel] key in the screen of step 2.

REVERSING THE IMAGE (Mirror Image)

This feature is used to make a copy that is a mirror image of the original.



Original　　Mirror image copy

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

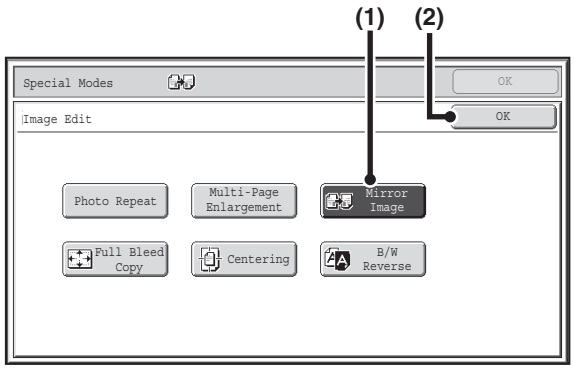
(1) Touch the [Special Modes] key.

(2) Touch the ◀ ▲ keys to switch through the screens.

(3) Touch the [Image Edit] key.

☞ [Image Edit] KEY (page 101)

3



Select Mirror Image.

(1) Touch the [Mirror Image] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4 Press the [START] key (◇).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

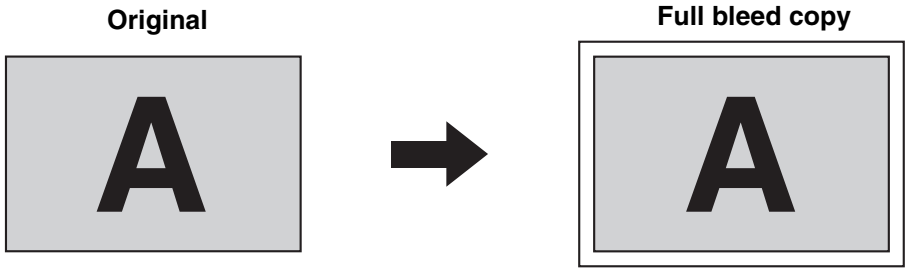
Press the [STOP] key (⊗).

To cancel a mirror image setting...

Touch the [Mirror Image] key in the screen of step 3 so that it is not highlighted.

COPYING WITHOUT CUTTING OFF THE ORIGINAL (Full Bleed Copy)

An entire original can be copied at full size, without cutting off the edges, using paper larger than the original.



1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

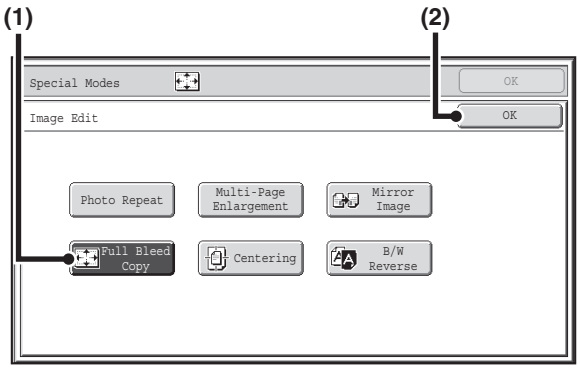
(1) Touch the [Special Modes] key.

(2) Touch the keys to switch through the screens.

(3) Touch the [Image Edit] key.

☞ [Image Edit] KEY (page 101)

3



Select Full Bleed Copy.

(1) Touch the [Full Bleed Copy] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4 Select paper larger than the original.

Select the paper as explain in "PAPER TRAYS" (page 14).

5 Press the [START] key ().

Copying will begin.
If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...
Press the [STOP] key ().

- The copy ratio is 100% when this function is used. The ratio cannot be changed.
- The punch function cannot be used.

To cancel Full Bleed Copy...
Touch the [Full Bleed Copy] key in the screen of step 3 so that it is not highlighted.

COPYING IN THE CENTER OF THE PAPER (Centering)

This is used to center the copied image on the paper.
This lets you place the image in the center of the paper when the original size is smaller than the paper size or when the image is reduced.

Not using the centering function	Using the centering function
	

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

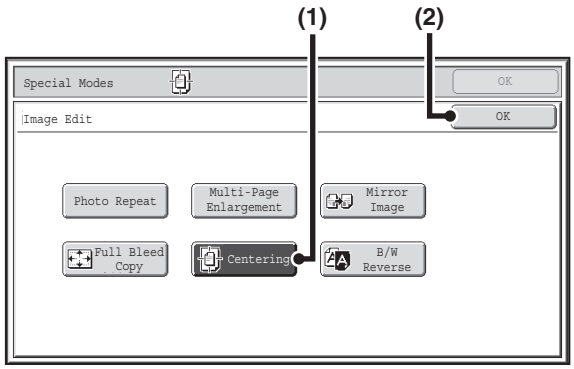
(1) Touch the [Special Modes] key.

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Image Edit] key.

☞ [Image Edit] KEY (page 101)

3 Select Centering.



(1) Touch the [Centering] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4 Press the [START] key (◇).

Copying will begin.
If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

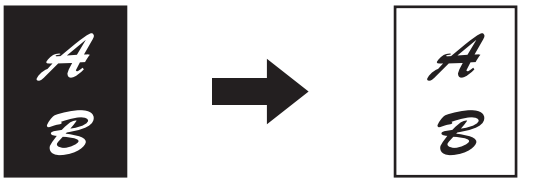
To cancel scanning and copying...
Press the [STOP] key (⊗).

- The image can be reduced when using the centering function, but not enlarged.
- When the original size or the paper size is displayed as a special size, this function cannot be used.

To cancel centering...
Touch the [Centering] key in the screen of step 3 so that it is not highlighted.

REVERSING WHITE AND BLACK IN A COPY (B/W Reverse)

This is used to reverse black and white in a copy to create a negative image.
Originals with large black areas (which use a large amount of toner) can be copied using Black/White Reverse to reduce toner consumption.



Originals　　B/W Reverse copy

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

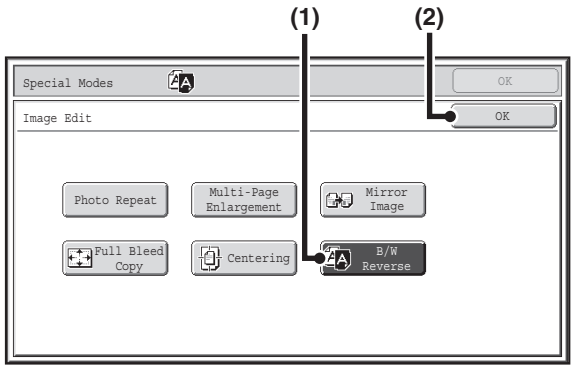
(1) Touch the [Special Modes] key.

(2) Touch the ◀ ▶ keys to switch through the screens.

(3) Touch the [Image Edit] key.

☞ [Image Edit] KEY (page 101)

3 Select B/W Reverse.



(1) Touch the [B/W Reverse] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4 Press the [START] key (◇).

Copying will begin.
If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...
Press the [STOP] key (⊗).

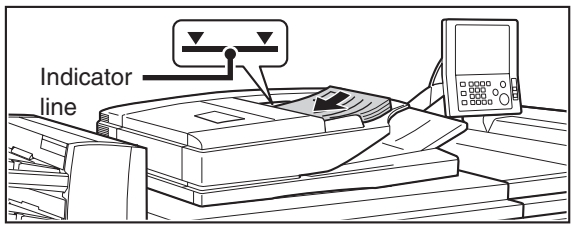
When this function is selected, the "Original Image Type" setting for exposure adjustment automatically changes to "Text".

To cancel B/W reverse...
Touch the [B/W Reverse] key in the screen of step 3 so that it is not highlighted.

CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE COPYING (Original Count)

The number of scanned original sheets can be counted and displayed before copying is executed. By allowing you to check the number of original sheets that were scanned, this helps reduce the occurrence of copy mistakes.

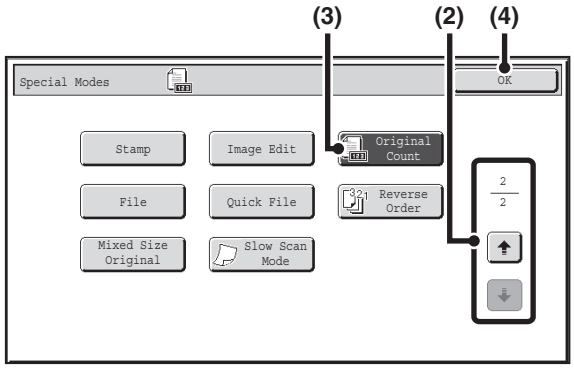
1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Select Original Count.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 43)

(2) Touch the keys to switch through the screens.

(3) Touch the [Original Count] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

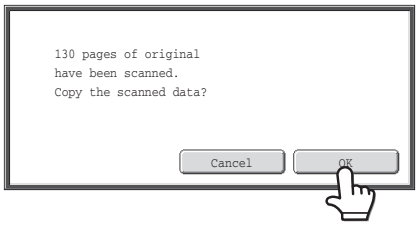
3

Press the [START] key ().

To cancel scanning and copying...

Press the [STOP] key ().

4



After scanning is finished, check the number of sheets that were scanned and touch the [OK] key.

Copying will begin.

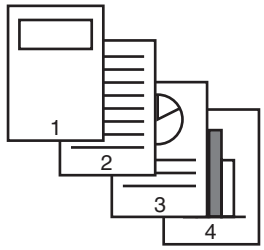
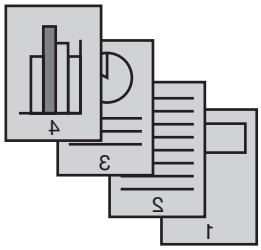
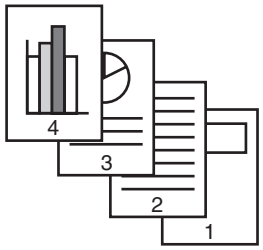
- When job build mode is used, the number of scanned sheets appears when the [Read-End] key is touched.
- The number that is displayed is the number of scanned original sheets, not the number of scanned original pages. For example, when two-sided copying is performed using one original, the number "1" will appear to indicate that one original sheet was scanned, not "2" to indicate the front-side page and the reverse side page.

If the displayed number of original sheets is different from the actual number of original sheets...
Press the [STOP] key ().

To cancel the original count mode setting...
Touch the [Original Count] key in the screen of step 2 so that it is not highlighted.

COPYING IN REVERSE ORDER (Reverse Order)

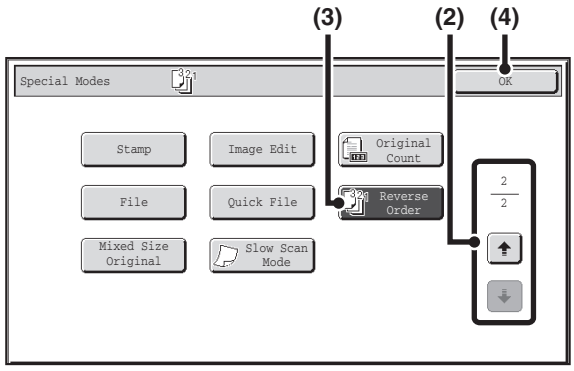
With normal copying, the copies are delivered face down in order beginning from the first page, which means that the copies are in the same order as the pages of the original. When reverse order copying is used, the copies are delivered face up in order beginning from the first page, which means that the copies are in the reverse order of the original pages.

Originals	Result	
	Normal copying	Reverse order copying
		

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



Select Reverse Order.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 43)

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Reverse Order] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

3 Press the [START] key ().

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning and copying...

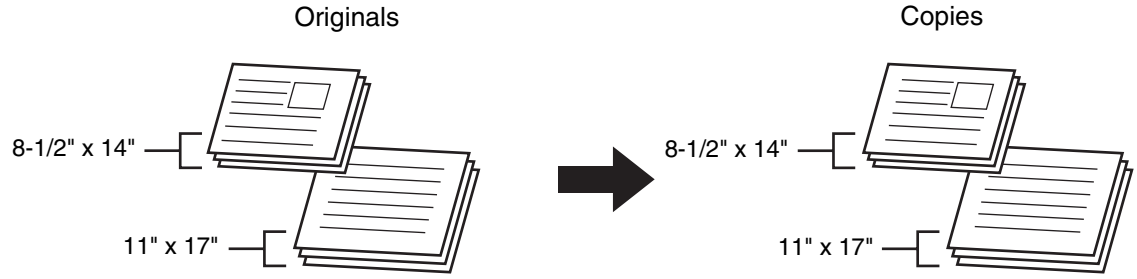
Press the [STOP] key ().

To cancel the reverse order copying...

Touch the [Reverse Order] key in the screen of step 2 so that it is not highlighted.

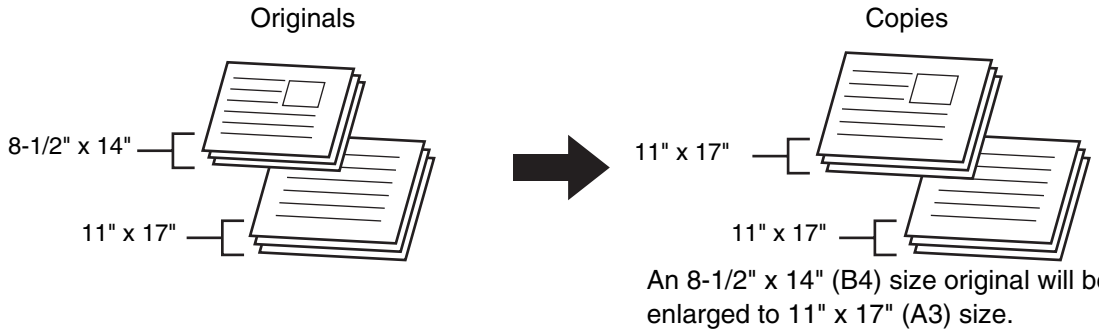
COPYING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)

Even when 8-1/2" x 14" (B4) originals are mixed in with 11" x 17" (A3) originals, all originals can be copied at once. When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size. When mixed size original is combined with auto ratio selection, the ratio is adjusted individually for each original according to the selected paper size, enabling output on a uniform paper size.



When mixed size original is combined with auto ratio selection

(Auto ratio selection and 11" x 17" (A3) are selected)



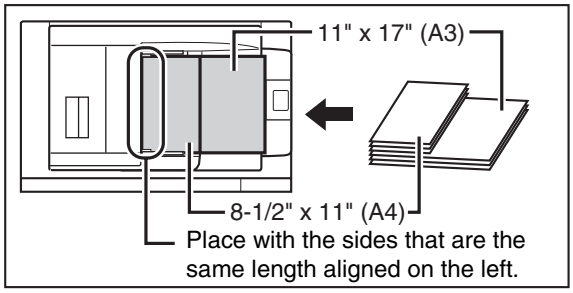
An 8-1/2" x 14" (B4) size original will be enlarged to 11" x 17" (A3) size.

There are two settings for mixed size originals.

Same Width	Use this setting for originals that are different sizes but have sides that are the same length. The originals are inserted in the document feeder tray with the sides that are the same length aligned together on the left. • 11" x 17" and 8-1/2" x 11" • 8-1/2" x 14" and 8-1/2" x 11"R • 8-1/2" x 14" and 5-1/2" x 8-1/2" • 8-1/2" x 13" and 8-1/2" x 11"R • 8-1/2" x 13" and 5-1/2" x 8-1/2" • 8-1/2" x 11"R and 5-1/2" x 8-1/2" • A3 and A4 • B4 and B5 • A4R and A5
Different Width	Use this setting when the originals are different sizes and do not have sides that are the same length. This setting can only be used for the following combinations of sizes: • 11" x 17" and 8-1/2" x 14" • 11" x 17" and 8-1/2" x 13" • 11" x 17" and 5-1/2 x 8-1/2" • A3 and B4 • A3 and B5 • B4 and A4 • A4 and B5 • B4 and A4R • B4 and A5 • B5 and A4R • B5 and A5

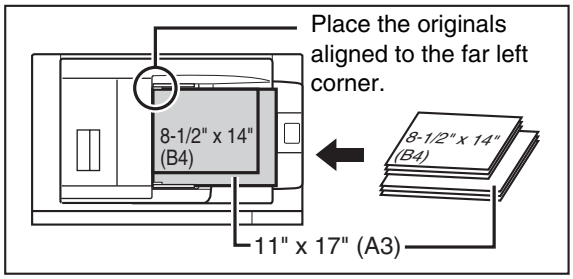
1 Insert the originals face up in the document feeder tray.

● When "Same Width" is used



Place the originals with the sides that are the same length aligned on the left.

● When "Different Width" is used



Place the originals with the corners aligned in the far left corner of the document feeder tray.

2 Select the special modes.

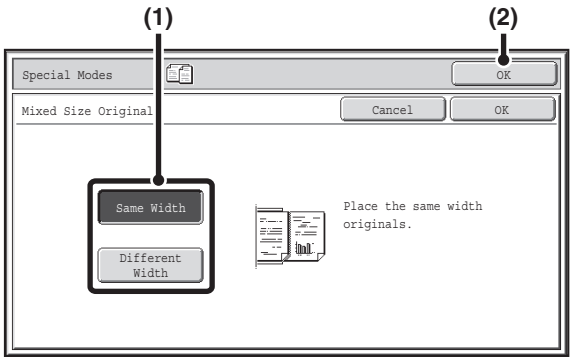
(1) Touch the [Special Modes] key.

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Mixed Size Original] key.

☞ SPECIAL MODES (page 43)

3 Select Mixed Size Original settings.



(1) Touch the [Same Width] key or the [Different Width] key as appropriate for the originals.

(2) Touch the [OK] key.

You will return to the base screen of copy mode.

4 Press the [START] key ().

Copying will begin.

To cancel scanning and copying...
Press the [STOP] key ().

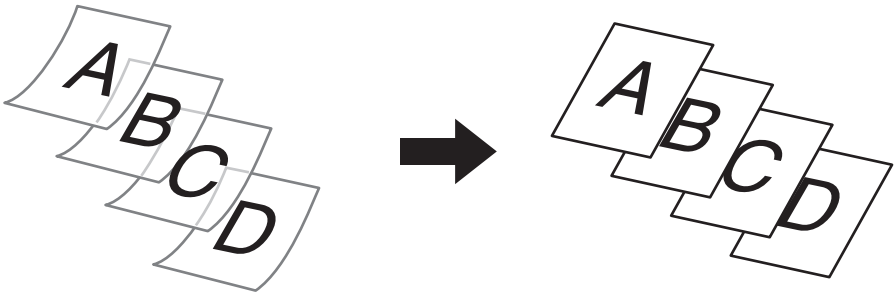
- When "1-sided to 2-sided" mode of automatic 2-sided copying is performed with [Different Width] selected, 2-sided copying will only be performed when two originals of the same size are grouped together.
- When [Different Width] is selected, the staple function cannot be used.
- The mixed size original function cannot be used to copy originals that are the same size but are placed in different orientations (8-1/2" x 11" and 8-1/2" x 11"R (A4 and A4R), etc.).

To cancel the mixed size original setting...
Touch the [Cancel] key in the screen of step 3.

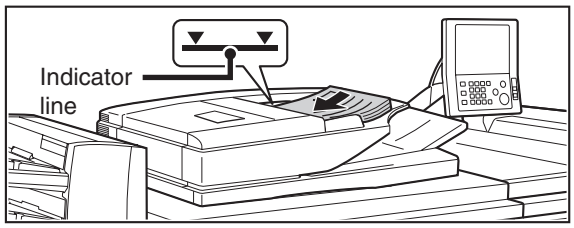
System Settings (Administrator): Original Feeding Mode
The original feeding mode can be set to always scan mixed size originals.

COPYING THIN ORIGINALS (Slow Scan Mode)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



1

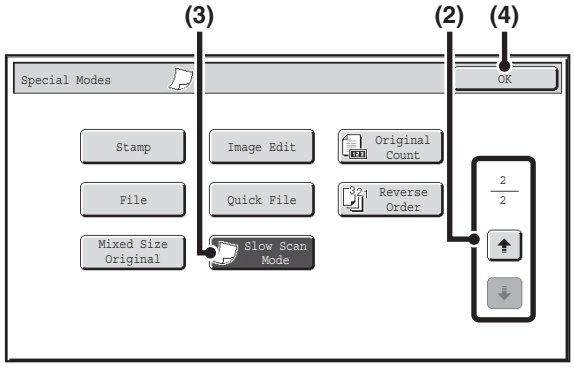


Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

If the originals are inserted with too much force, they may crumple and misfeed.

2



Select Slow Scan Mode.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 43)

(2) Touch the [▼] [▲] keys to switch through the screens.

(3) Touch the [Slow Scan Mode] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

3

Press the [START] key ().

Copying will begin.

To cancel scanning and copying...

Press the [STOP] key ().

The "2-Sided to 2-Sided" and "2-Sided to 1-Sided" modes of automatic 2-sided copying cannot be used.

To cancel the slow scan mode setting...
Touch the [Slow Scan Mode] key in the screen of step 2 so that it is not highlighted.

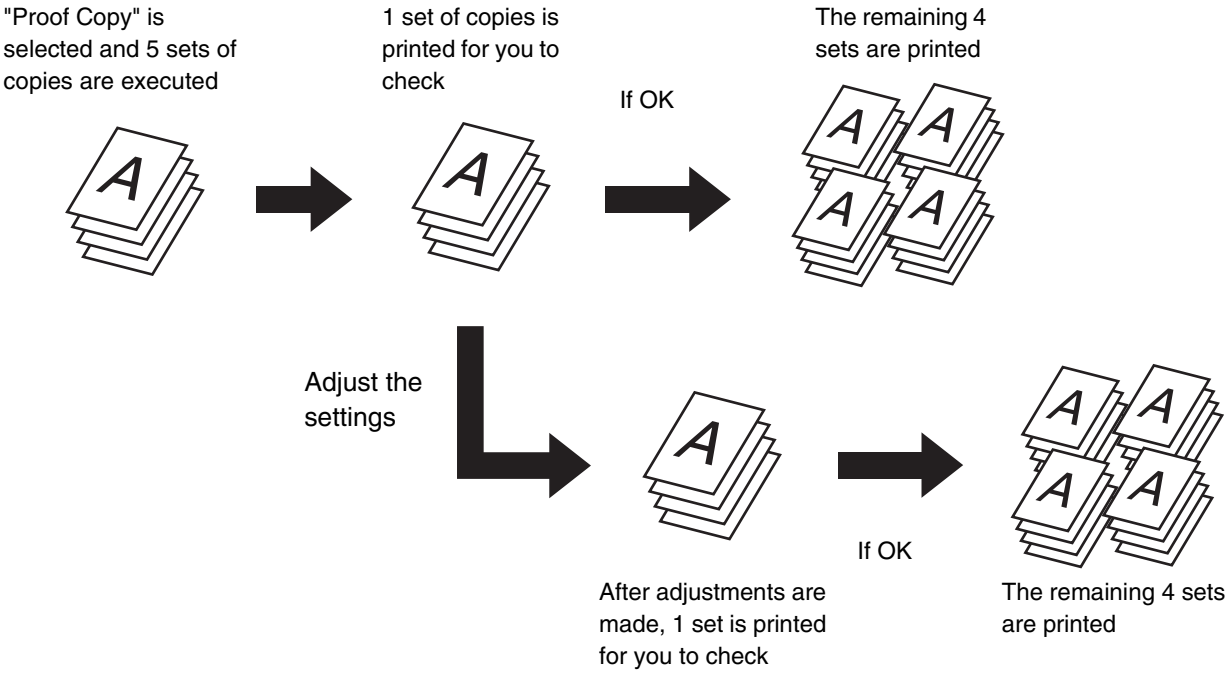
System Settings (Administrator): Original Feeding Mode
This is used to have scanning always take place in slow scan mode.

4 CONVENIENT COPY FUNCTIONS

This chapter explains convenient copy functions such as checking copies before printing, interrupting a copy run, changing the order of reserved copy jobs, and storing copy settings in a program.

CHECKING COPIES BEFORE PRINTING (Proof Copy)

This feature prints only one set of copies, regardless of how many sets have been specified. After the first set is checked for errors, the remaining sets can be printed. Previously it was necessary to re-scan the original each time changes to settings were required. However, this feature makes it possible to change settings for the scanned original without scanning it again, allowing you perform copying more efficiently.

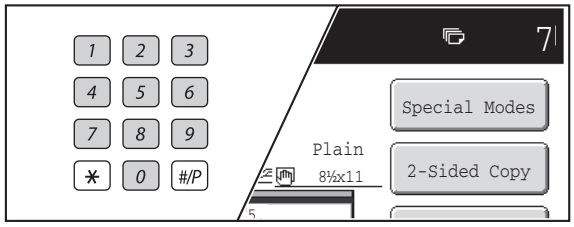


1 **Place the original.**

Place the original face up in the document feeder tray, or face down on the document glass.

2 **Select copy settings in the base screen.**

3



Set the number of copies (number of sets) with the numeric keys.

If you will copy multiple originals using the document glass, switch to sort mode after this step.

☞ SORT MODE (page 35)

Up to 9999 copies (sets) can be set.

If an incorrect number of copies is set...

Press the [CLEAR] key (C) and then enter the correct number.

4

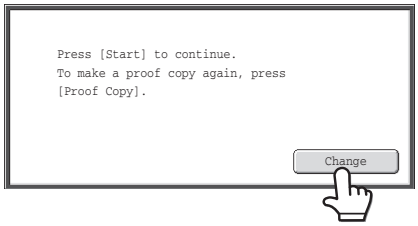
Press the [PROOF COPY] key (PROOF COPY).

One set of copies is printed.

To cancel copying...

Press the [STOP] key ().

5



Check the printed set of copies. If the copies are acceptable, press the [START] key (). If you need to change the settings, touch the [Change] key.

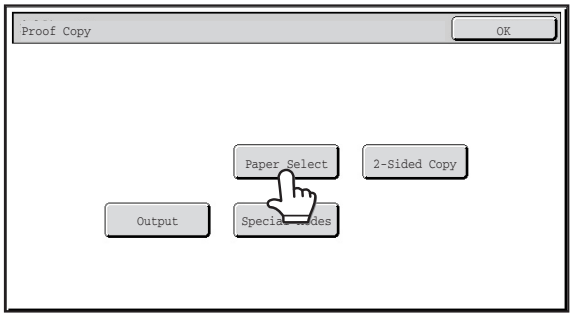
When the [START] key () is pressed, the remaining sets are printed.

If you touched the [Change] key, go to the next step.

To cancel copying...

Press the [STOP] key ().

6



Change the settings.

(1) Touch the key of the setting that you want to change.

The setting screen of the touched key opens. Change the settings and touch the [OK] key.

(2) Touch the [OK] key.

- To change the number of sets printed, set the desired number of copies (sets) with the numeric keys. After changing the number of sets, press the [START] key () (not the [PROOF COPY] key (PROOF COPY)) to print the sets.
- Special modes that can be adjusted are Margin Shift, Pamphlet Copy, Tandem Copy, Covers/Inserts, Transparency Inserts, Multi-Shot, and Stamp.
- For Pamphlet Copy, Covers/Inserts, and Multi Shot, only changes to the settings of the functions can be made; the functions cannot be newly added or deleted.

7 Press the [PROOF COPY] key ().

One set of copies is printed again using the adjusted settings. Check the results. If further adjustments are needed, repeat steps 5 through 7. (Repeating Proof Copy does not decrease the remaining number of sets to be printed.)

8 Press the [START] key ().

You will return to the base screen of copy mode and the remaining sets will be printed.

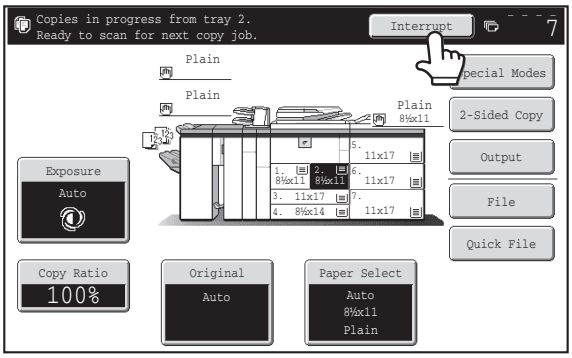
To cancel scanning and copying...
Press the [STOP] key ().

- If Proof Copy is executed while the machine is printing another job, the other job is interrupted and the proof copies are printed. The previous job will resume after the proof copies are printed.
- If the [End] key is touched to execute printing of the remaining sets while the machine is printing another job, the remaining sets will be printed after all previously reserved jobs are completed.
- When Proof Copy for 2 sets is combined with Tandem Copy, the proof set is printed by the master machine and only one set remains. When the [START] key () is pressed, the message appears. Touch the [OK] key to print the remaining set on the slave machine.

INTERRUPTING A COPY RUN (Interrupt copy)

When you need to make an urgent copy and the machine is busy with a long copy run or other job, use interrupt copy. Interrupt copy temporarily stops the job in progress and lets you perform the interrupt copy job first.

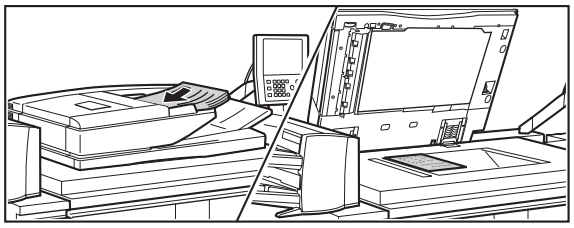
1



Touch the [Interrupt] key.

The [Interrupt] key does not appear while an original is being scanned.

2



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

3

Select copy settings and press the [START] key ().

The interrupt copy job begins.

4

When the interrupt copy job is completed, the interrupted job resumes.

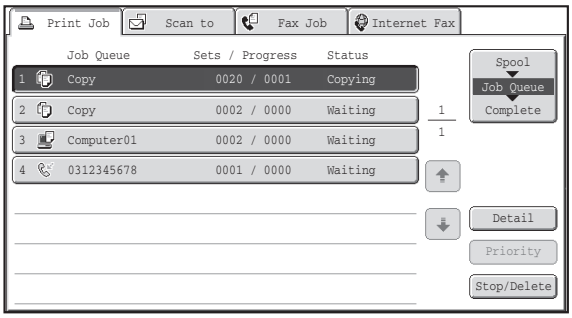
To cancel scanning and copying...
Press the [STOP] key ().

- If user authentication is enabled, the login screen will appear when the [Interrupt] key is pressed. Enter your user name and password to log in. The number of copies made will be added to the count of the user that logged in.
- Depending on the settings of the job in progress, the [Interrupt] key may not appear.
- Interrupt copy cannot be used in combination with the Proof Copy and the following special modes:
 Job Build, Tandem Copy, Book Copy, Card Shot, Multi-Page Enlargement
- If the document glass is used for an interrupt copy job, 2-sided copying, sort copying, and staple sort copying cannot be selected. If any of these functions are necessary, use the automatic document feeder.

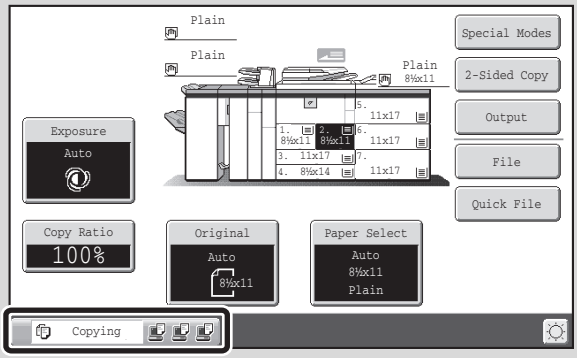
JOB STATUS SCREEN

The job status screen is displayed when the [JOB STATUS] key on the operation panel is pressed. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key is pressed, the job status screen of the mode that was being used before the key was pressed appears.

Example: Pressing the key in copy mode

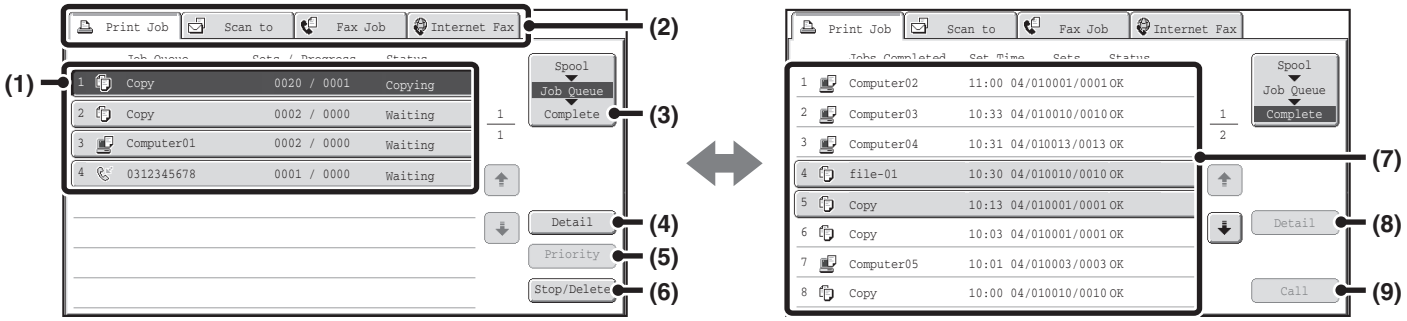


The job status display is in the lower left corner of the touch panel. The job status display can be touched to display the job status screen.



JOB QUEUE SCREEN AND COMPLETED JOB SCREEN

The job status screen consists of the job queue screen that shows copy and print jobs waiting to be printed and the job currently in progress, the completed job screen that shows jobs that have been completed, and the spool screen that shows print jobs that have been spooled and encrypted PDF jobs that are waiting for a password to be entered. This section explains the job queue screen and the completed jobs screen, which are related to copy mode. The job status screen switches between the job queue screen and the completed jobs screen each time the job status screen selector key is touched.



(1) Job list (job queue screen)

Jobs waiting to be printed appear in the job queue as keys. The jobs are printed in order from the top of the queue. Each job key shows information on the job and the current status of the job.

(2) Mode select tabs

Use these tabs to select the mode that is shown in the job status screen.
The status of copy jobs can be checked by touching the [Print Job] tab.

(3) Job status screen selector key

Touch this key to switch through the job queue screen, the completed jobs screen, and the spool screen.

(4) [Detail] key (job queue screen)

Touch this key to display detailed information on a job.

(5) [Priority] key

Touch this key to give priority to a selected job.

(6) [Stop/Delete] key

Touch this key to stop or delete a selected job.

(7) Job list (completed jobs screen)

This shows up to 99 completed jobs. The result (status) of each completed job is shown. Copy jobs that used the document filing function are indicated as keys.

(8) [Detail] key (completed jobs screen)

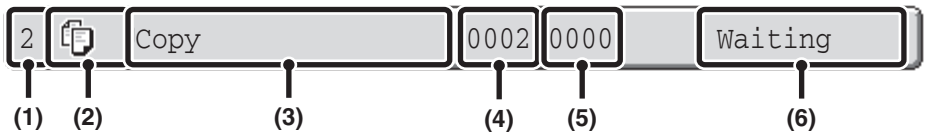
When a job is shown as a key in the job list, the [Detail] key can be touched to show detailed information on the job.

(9) [Call] key

Touch this key to retrieve and use a copy job stored using the document filing function.

Job key display

Each job key shows the position of the job in the job queue and the current status of the job.



(1) Indicates the number (position) of the job in the job queue.

When the job currently being printed is finished, the job moves up one position in the job queue.
This number does not appear in keys in the completed jobs screen.

(2) Mode icon

The icon appears when the job is a copy job.

(3) Job name

"Copy" appears for a copy job.
When user authentication is enabled, the name of the user that performed the job appears.

(4) Number of copies (sets) entered

This shows the number of copies (sets) specified.

(5) Number of completed copies

This shows the number of copies (sets) completed.
"0000" appears while the job is waiting in the job queue.

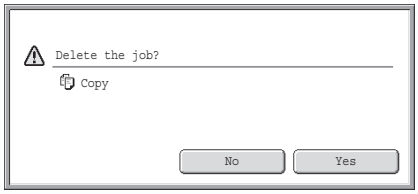
(6) Status

Shows the job status.

Message	Status
"Copying"	Copying is in progress.
"Waiting"	The job is waiting to be executed.
"Toner Empty"	The toner cartridge is out of toner. Replace the toner cartridge with a new cartridge.
"Paper Empty"	The paper used for the job has run out. Add paper or change to a different paper tray.
"Limit"	The copy page limit has been exceeded. Check with the administrator of the machine.
"Error"	An error occurred while the job was being executed. Clear the error condition.
"Jam"	A paper jam occurred while the job was being executed. Remove the misfed paper.
"Stopped"	The job was stopped.
"Warming Up"	Warming up.

CANCELING A JOB THAT IS WAITING IN THE QUEUE

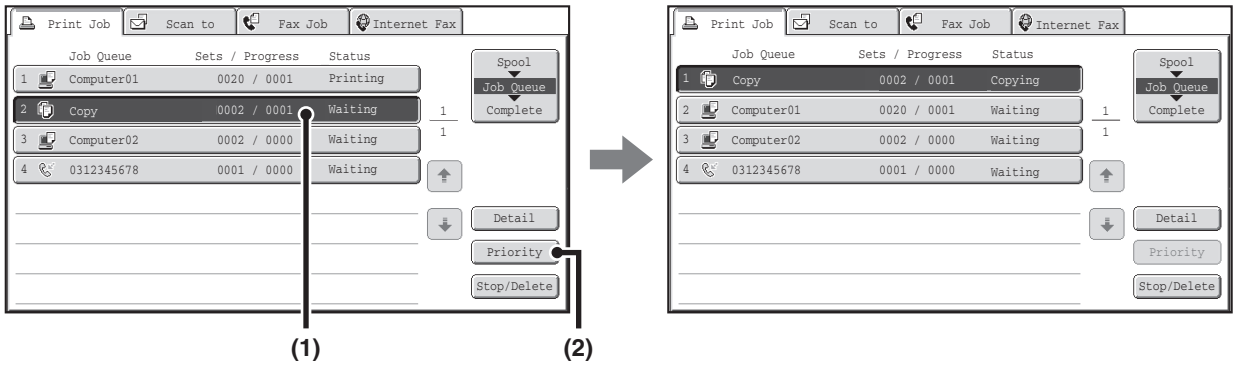
To cancel a job that is waiting in the queue, touch the job key and then the [Stop/Delete] key. The following screen will appear. Touch the [Yes] key.
The job will be deleted from the queue.



If the job in progress is a copy job, you can also press the [STOP] key () to display the above screen.
To cancel, touch the [Yes] key.

GIVING PRIORITY TO A JOB IN THE QUEUE

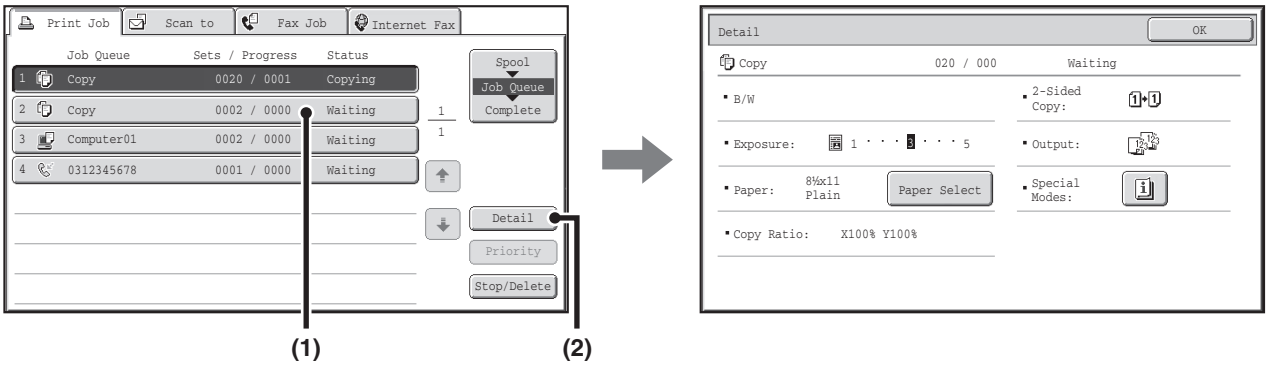
If a copy job is begun when there are already multiple jobs in the queue, the copy job will appear at the end of the queue. However, if you have an urgent copy job, you can give priority to the job and have it executed first.
Touch the key of the urgent job and then touch the [Priority] key. The job will move to the top of the queue and copying will begin.



The job that was in progress will be moved to the second position in the queue and will wait. The job will resume when the priority job is finished.

CHECKING INFORMATION ON A COPY JOB WAITING IN THE QUEUE

Detailed information can be displayed on a copy job waiting in the queue.
Touch the key of the job that you wish to check and then touch the [Detail] key. The job information screen will appear.



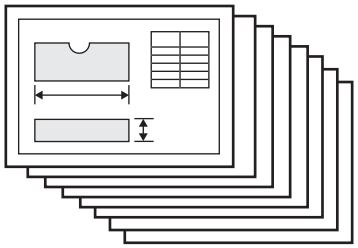
[Paper Select] key

If a copy job is stopped because the paper ran out, the [Paper Select] key can be pressed to change to a different paper tray.
When the [Paper Select] key is pressed, the paper tray selection screen appears.
☞ PAPER TRAYS (page 14)
Touch the key of the tray that has the size of paper that you wish to use and then touch the [OK] key. The stopped copy job will resume.

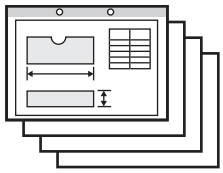
STORING COPY OPERATIONS (Job Programs)

A job program is a group of copy settings stored together. When copy settings are stored in a job program, the settings can be retrieved and used for a copy job by means of a simple operation.
For example, suppose 11" x 17" (A3) size CAD drawings are copied once a month for archive purposes using the following settings:

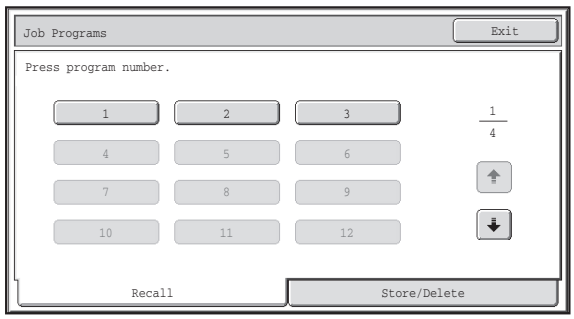
11" x 17" (A3) size CAD drawings



Copies



(1) The 11" x 17" (A3) size CAD drawings are reduced to 8-1/2" x 11"(A4) size.
(2) The drawings have fine lines that do not show clearly, and thus a dark exposure setting (level 4) is used.
(3) To reduce paper use by half, 2-sided copying is used.
(4) Margin shift is used so that holes can be punched for filing.

When a job program is not stored	When a job program is stored
Set 11" x 17" (A3) to 8-1/2" x 11" (A4) reduction ↓ Change the exposure setting ↓ Select 2-sided copying ↓ Select margin shift ↓ Select punch hole settings ↓ Press the [START] key ().	#/P Press the [#/P] key (). ↓  Touch the stored program key. ↓ Press the [START] key ().
Considerable time is required to copy the drawings each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings, so some copies must be redone.	The settings are stored in a job program, so they can be selected by the touch of a key. This is simple and takes no time. In addition, the settings are all stored so there are no chances for mistakes, and thus no need to redo copies due to setting mistakes.

- Up to 48 job programs can be stored. The job programs are retained even if an interruption occurs in the power supply.
- Job programs can also be stored in the Web pages. Click [Job program] and then [Copy] in the Web page menu to store a job program.

STORING (EDITING/DELETING) A JOB PROGRAM

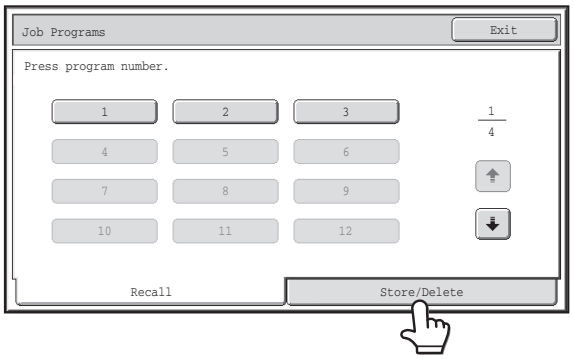
The procedures for storing copy settings in a job program and deleting a job program are explained below.

1



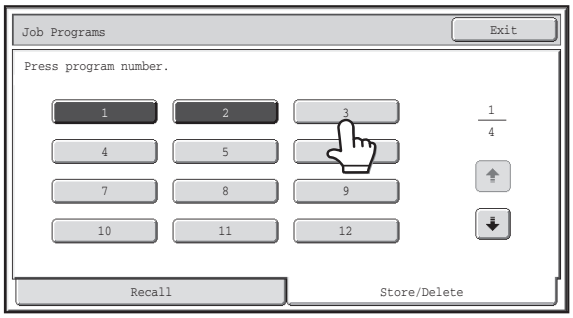
Press the [#/P] key (#/P).

2



Touch the [Store/Delete] tab.

3



Touch a numeric key.

Numeric keys in which job programs are already stored are highlighted.

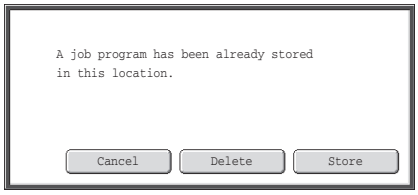
- To store a job program, touch a numeric key that is not highlighted.
- To edit or delete a job program, touch the key in which the job program is stored (highlighted key).

Editing or deleting a job program...

When a highlighted numeric key is touched, the following screen appears.

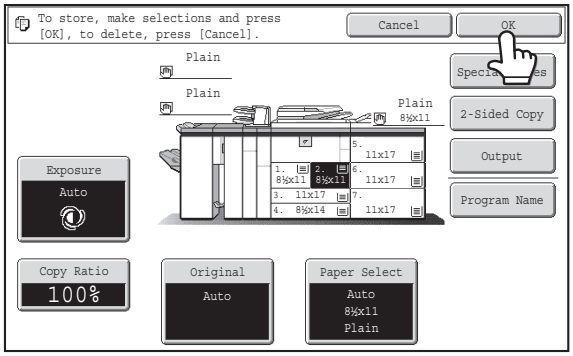
The [Store] key can be touched to delete the stored settings and store new settings. Go to the next step.

When the [Delete] key is touched, the stored settings are deleted. After the deletion is finished, touch the [Exit] key to return to the base screen.



When "Disabling Deletion of Job Programs" is enabled in the system settings, a stored job program cannot be edited or deleted.

4



Select the copy settings that you wish to store in the job program and touch the [OK] key.

To assign a name to the program, touch the [Program Name] key. A text entry screen will appear.
Up to 10 characters can be entered for the name.
To enter text, see "7. ENTERING TEXT" in the User's Guide.
When you have finished, touch the [OK] key.
You will return to the base screen with the stored information reflected in the screen.

The number of copies cannot be stored.

5 TROUBLESHOOTING

This chapter provides solutions to possible copying problems. See the following table of contents to locate the appropriate page for your question or problem.

PROBLEMS RELATED TO COPYING OPERATION

- Copying does not take place. 133
- Image rotation does not take place. 133
- Two-sided copying does not take place.. 133
- The paper size of a tray cannot be set.. 133

PROBLEMS RELATED TO COPY RESULTS

- The image is too light or too dark.. 134
- Part of the image is cut off. 134
- Copies come out blank. 134

- System settings
 Descriptions of system settings similar to the following example appear in this chapter.
 Example:
 → System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
 This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☑ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings. (For detailed explanations of the system settings (Administrator), see the Administrator's Guide.)
- For problems common to all functions of the machine and peripheral devices, see the User's Guide.
- If you are unable to solve a problem using the solutions in this chapter, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* Do not turn off the machine's main power switch or remove the power plug while a job is being executed or processed. This may damage the hard drive or cause the data being stored or received to be lost.

- If you are unable to solve a problem using the information in this chapter, please contact your dealer or nearest SHARP Service Department.

PROBLEMS RELATED TO COPYING OPERATION

Problem	Point to check	Solution
Copying does not take place.	Have functions been disabled by the administrator?	When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Image rotation does not take place.	Did you select the paper size or copy ratio manually?	Copy using automatic paper selection and automatic ratio selection. ☞ PAPER TRAYS (page 14) ☞ AUTOMATIC RATIO SELECTION (Auto Image) (page 26)
	Are you copying using settings that do not allow rotate copying?	Rotate copying can generally be combined with other special modes, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
	Is "Rotation Copy Setting" disabled in the system settings (administrator)?	Check with your administrator. If you are the administrator, enable "Rotation Copy Setting". →System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
Two-sided copying does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided copying?	Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected ☑, two-sided copying using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing. →System Settings > "Paper Tray Settings" > "Tray Settings" > "Change" ☞ User's Guide "6. SYSTEM SETTINGS"
	Are you using a special size or type of paper?	For the paper types and sizes that can be used for two-sided copying, see the specifications in the Safety Guide.
	Are you copying using settings that do not allow two-sided copying?	Two-sided copying can generally be combined with other special modes, however, some combinations are not possible. If a prohibited combination is selected, a message will appear in the touch panel.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
The paper size of a tray cannot be set.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.

PROBLEMS RELATED TO COPY RESULTS

Problem	Point to check	Solution
The image is too light or too dark.	Is the image too light or too dark?	Select an appropriate exposure mode for the original being copied and adjust the exposure level manually. ☞ CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE (page 24)
	Has an appropriate exposure mode for the original type been selected?	Select one of the following modes depending on the original type. ☞ SELECTING THE ORIGINAL TYPE AND MANUALLY ADJUSTING THE EXPOSURE (page 24) • **Text** Use this mode for regular text documents. • **Text/Prtd.Photo** This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue. • **Text/Photo** This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on. • **Printed Photo** This mode is best for copying printed photographs, such as photos in a magazine or catalogue. • **Photo** Use this mode to copy photos. • **Map** This mode is best for copying the light color shading and fine text found on most maps. • **Light original** Use this mode for originals with light pencil writing.
Part of the image is cut off.	Has an appropriate ratio been selected for the original size and paper size?	Select an appropriate ratio setting. ☞ REDUCTION/ENLARGEMENT/ZOOM (page 26)
	Are you using an AB size original?	When copying an AB size original, specify the original size manually. ☞ SPECIFYING THE ORIGINAL SIZE (page 30)
Copies come out blank.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.

APPENDIX

Examples of covers and inserts

The relations between the originals and finished copies when covers or inserts are inserted are shown on the following pages.

Covers

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Inserts

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Symbols used for covers and inserts

The following symbols are used to make the explanations easier to understand.
The numbers that appear indicate what original a copy corresponds to, and will vary depending on the settings.

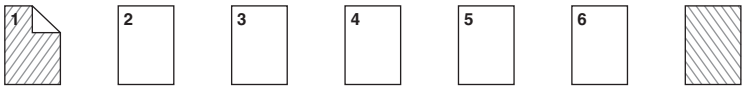
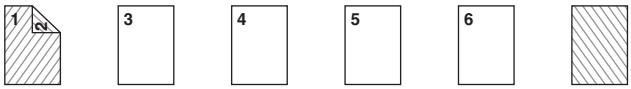
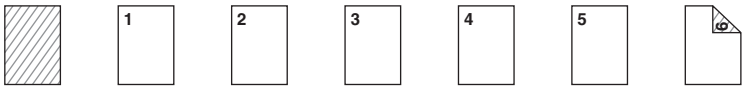
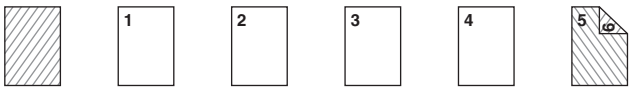
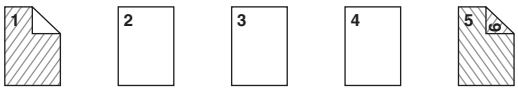
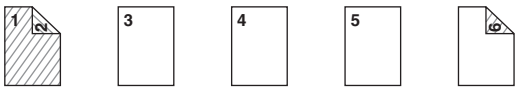
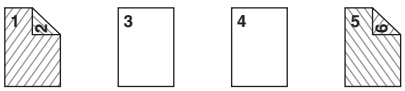
Type	Symbol	Meaning	Icon appearing in display
Front cover		Front cover when not copied on.	
		Front cover when one side is copied on.	
		Front cover when a 2-sided original is copied on one side of the cover. (One page is not copied.)	
		Front cover when both sides are copied on.	
Back cover		Back cover when not copied on.	
		Back cover when a 1-sided original is copied on one side of the back cover.	
		Back cover when a 2-sided original is copied on one side of the back cover. (One page is not copied.)	
		Back cover when both sides are copied on.	

Type	Symbol	Meaning	Icon appearing in display
Inserts		Insert when not copied on.	
		Insert when one side is copied on.	
		Insert when a 2-sided original is copied on one side of the insert. (One page is not copied.)	
		Insert when both sides are copied on.	
Other symbols		1-sided original or output page of regular 1-sided copying.	
		2-sided original or output page of regular 2-sided copying.	
		1-sided original or output page of regular 1-sided copying.	
		Output page of 2-sided copying when only 1 side is copied on due to lack of originals.	

Covers (1-sided copying of 1-sided originals)

1-sided copies are made of the following 1-sided originals.

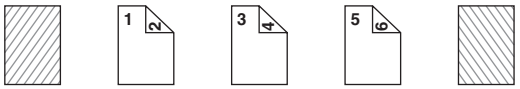
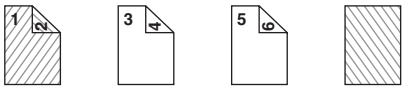
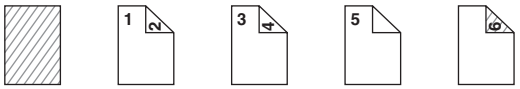
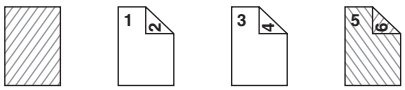
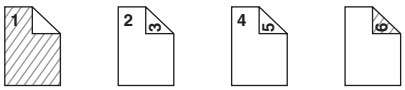
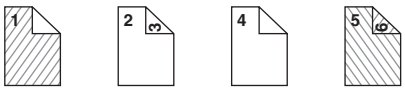
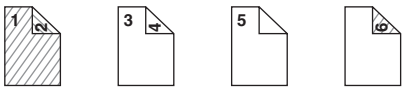
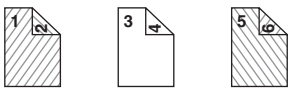
1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies
Front cover	Back cover	
No copying	No copying	
1-sided copying	No copying	
2-sided copying	No copying	
No copying	1-sided copying	
No copying	2-sided copying	
1-sided copying	1-sided copying	
1-sided copying	2-sided copying	
2-sided copying	1-sided copying	
2-sided copying	2-sided copying	

Covers (2-sided copying of 1-sided originals)

2-sided copies are made of the following 1-sided originals.

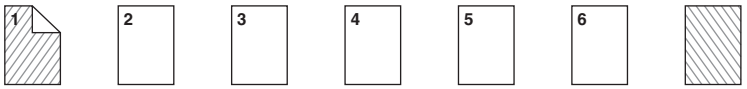
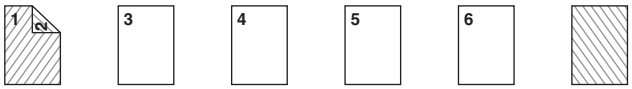
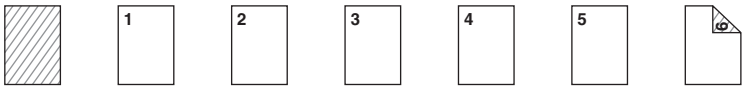
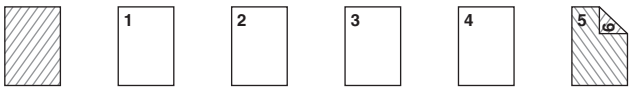
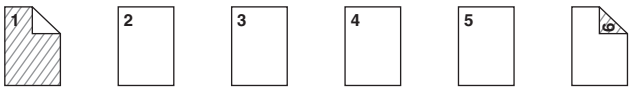
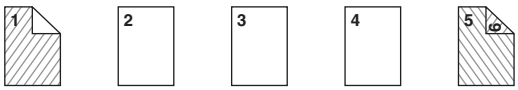
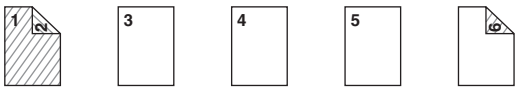
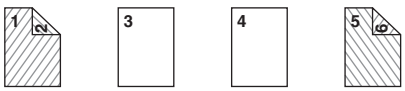
1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies
Front cover	Back cover	
No copying	No copying	
1-sided copying	No copying	
2-sided copying	No copying	
No copying	1-sided copying	
No copying	2-sided copying	
1-sided copying	1-sided copying	
1-sided copying	2-sided copying	
2-sided copying	1-sided copying	
2-sided copying	2-sided copying	

Covers (1-sided copying of 2-sided originals)

1-sided copies are made of the following 2-sided originals.

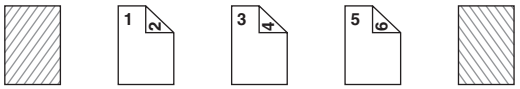
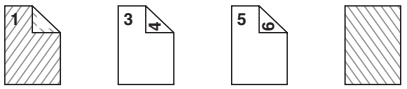
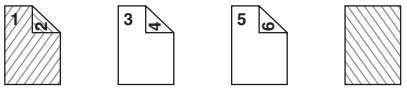
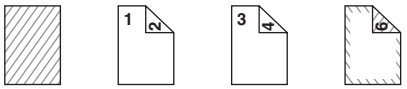
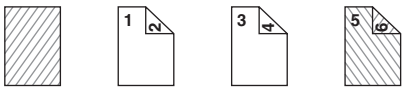
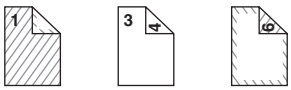
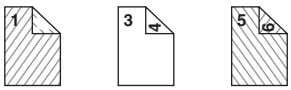
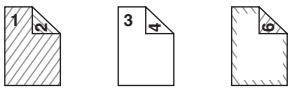
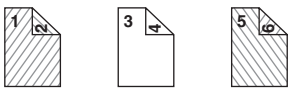
1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies
Front cover	Back cover	
No copying	No copying	
1-sided copying	No copying	
2-sided copying	No copying	
No copying	1-sided copying	
No copying	2-sided copying	
1-sided copying	1-sided copying	
1-sided copying	2-sided copying	
2-sided copying	1-sided copying	
2-sided copying	2-sided copying	

Covers (2-sided copying of 2-sided originals)

2-sided copies are made of the following 2-sided originals.

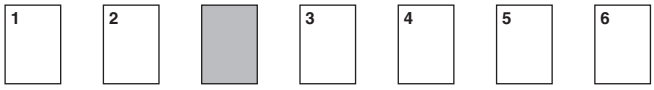
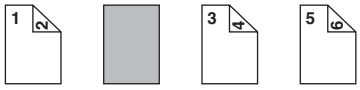
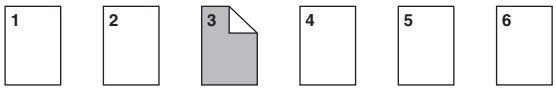
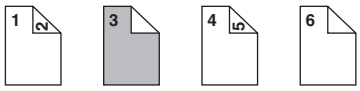
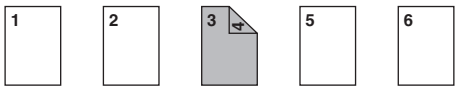
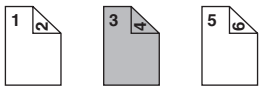
1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies
Front cover	Back cover	
No copying	No copying	
1-sided copying	No copying	
2-sided copying	No copying	
No copying	1-sided copying	
No copying	2-sided copying	
1-sided copying	1-sided copying	
1-sided copying	2-sided copying	
2-sided copying	1-sided copying	
2-sided copying	2-sided copying	

Inserts (copying of 1-sided originals)

1-sided and 2-sided copying of the following 1-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)

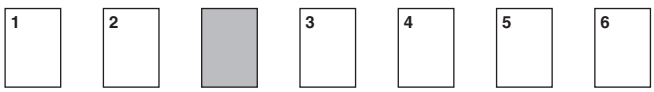
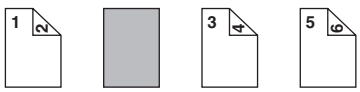
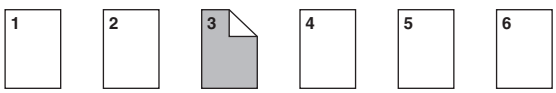
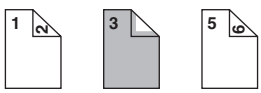
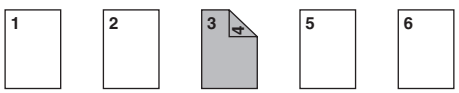
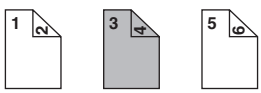
1st page	2nd page	3rd page	4th page	5th page	6th page
					

Insert copying condition	Resulting copies (1-sided copying)	Resulting copies (2-sided copying)
No copying		
1-sided copying		
2-sided copying		

Inserts (copying of 2-sided originals)

1-sided and 2-sided copying of the following 2-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)

1st page	2nd page	3rd page
		

Insert copying condition	Resulting copies (1-sided copying)	Resulting copies (2-sided copying)
No copying		
1-sided copying		
2-sided copying		

Copier Guide

MODEL: MX-M850
MX-M950
MX-M1100



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MX1100-US-CPY-Z1

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MODEL: MX-M850
MX-M950
MX-M1100

Printer Guide



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ABOUT THIS MANUAL

Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows® XP. The screens may vary depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Macintosh environment are based on Mac OS X v10.4 in the case of Mac OS X, and on Mac OS 9.2.2 in the case of Mac OS 9. The screens may vary depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide (This manual)	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained. For detailed information on each system setting, see the Administrator's Guide.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

PRINTER FUNCTION OF THE MACHINE

To use the machine's print function, the expansion kit must be installed in the machine in accordance with your environment. Printing will be possible from your computer after you have installed the printer driver from the CD-ROM that accompanies the expansion kit.

See the table below to determine which printer driver to use in your environment.

Environment	Printer driver type	Remarks
Windows	**PCL6, PCL5e** The machine supports the Hewlett-Packard PCL6 and PCL5e printer control languages. It is recommended that you use the PCL6 printer driver. If you have a problem printing from older software using the PCL6 printer driver, use the PCL5e printer driver.	The printer expansion kit is required.
Windows Macintosh	**PS** This printer driver supports the PostScript 3 page description language developed by Adobe Systems Incorporated, and enables the machine to be used as a PostScript 3 compatible printer. (A PPD file is available if it is desired to use the Windows standard PS printer driver.)	The printer expansion kit and PS3 expansion kit are required.



This manual assumes that the printer expansion kit has been installed. Print functions that require the PS3 expansion kit also require installation of the printer expansion kit.

Installing the printer driver in a Windows environment

To install the printer driver and configure settings in a Windows environment, see "2. SETUP IN A WINDOWS ENVIRONMENT" in the Software Setup Guide.



The explanations in this manual of printing in a Windows environment generally use the screens of the PCL6 printer driver. The printer driver screens may differ slightly depending on the printer driver that you are using.

Installing the printer driver in a Macintosh environment

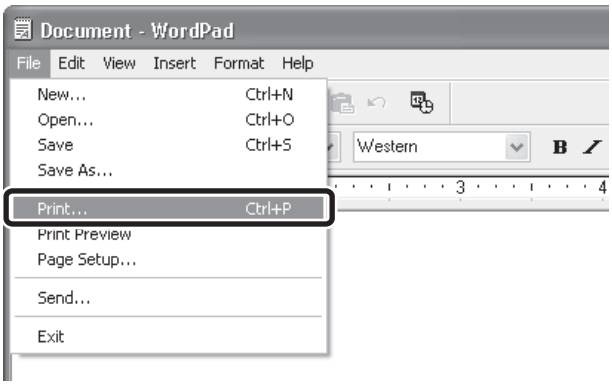
In a Macintosh environment, the PS3 expansion kit must be installed to use the machine as a network printer.
To install the printer driver and configure settings in a Macintosh environment, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

1 PRINTING FROM WINDOWS

BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory program in Windows.

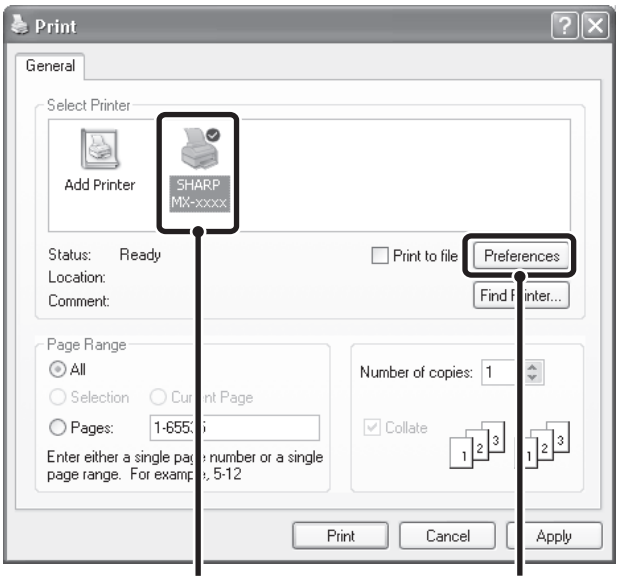
1



Select [Print] from the [File] menu of WordPad.

The menu used to execute printing may vary depending on the software application.

2



Open the printer driver properties window.

(1) Select the printer driver of the machine.

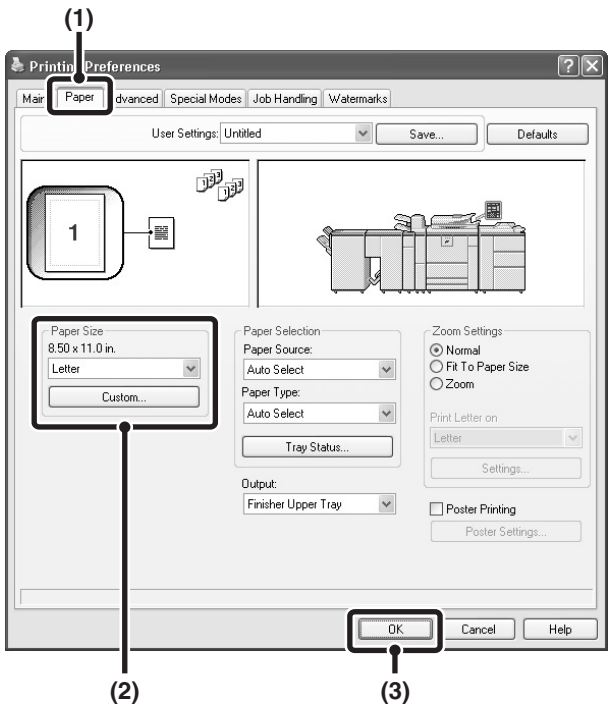
- If the printer drivers appear as icons, click the icon of the printer driver to be used.
- If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

(2) Click the [Preferences] button.

- In Windows 98/Me/NT 4.0, click the [Properties] button.
- If you are using Windows 2000, the [Preferences] button does not appear. Click a tab on the "Print" dialog box to adjust the settings on that tab.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

3



Select print settings.

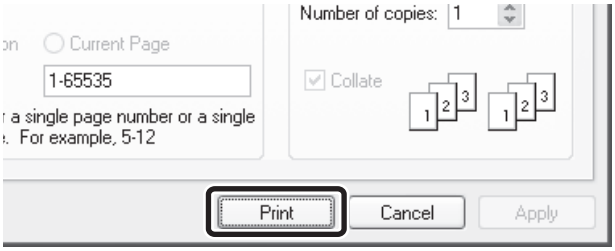
(1) Click the [Paper] tab.

(2) Select the paper size.

To select settings on other tabs, click the desired tab and then select the settings.

(3) Click the [OK] button.

4

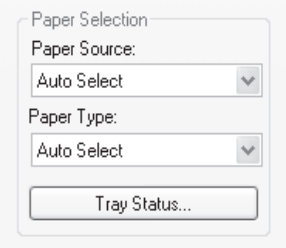


Click the [Print] button.

Printing begins.
In Windows 98/Me/NT 4.0, click the [OK] button.

SELECTING THE PAPER

This section explains how to configure the "Paper Selection" setting on the [Paper] tab of the printer driver properties window.
Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To view the most recent tray information, click the [Tray Status] button.



- **When [Auto Select] is selected in "Paper Source"**
 The tray that has the size and type of paper selected in "Paper Size" and "Paper Type" on the [Paper] tab is automatically selected.
- **When other than [Auto Select] is selected in "Paper Source"**
 The specified tray is used for printing regardless of the "Paper Size" setting.
 When [Bypass Tray] is selected
 The "Paper Type" must also be selected. Check the bypass tray and make sure that the desired type of paper is loaded, and then select the appropriate "Paper Type" setting.

- Special media can also be placed in the bypass tray. For the procedure for loading paper and other media in the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.
- When "Enable Detected Paper Size in Bypass Tray" (disabled by factory default) or "Enable Selected Paper Type in Bypass Tray" (enabled by factory default) is enabled in the system settings (administrator), printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

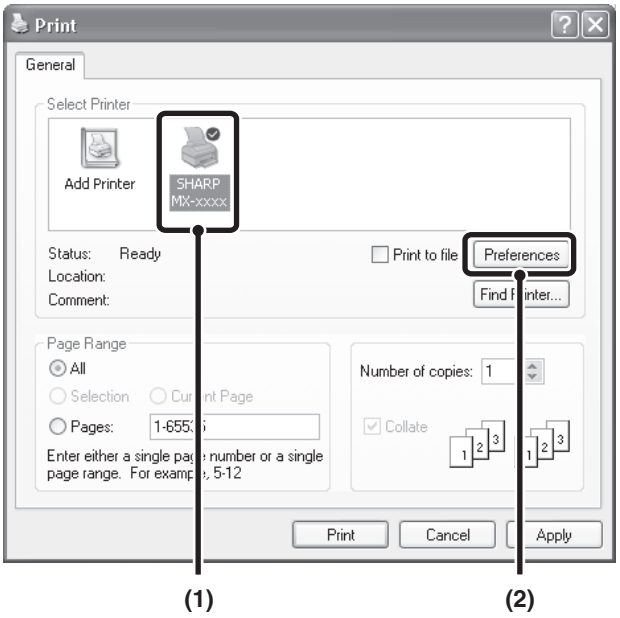
- **When [Auto Select] is selected in "Paper Type"**
 A tray with plain paper or recycled paper of the size specified in "Paper Size" is automatically selected. (The factory default setting is plain paper only.)
- **When other than [Auto Select] is selected in "Paper Type"**
 A tray with the specified type of paper and the size specified in "Paper Size" is used for printing.

System Settings (Administrator): Exclude Bypass-Tray from Auto Paper Select
When [Auto Select] is selected in "Paper Selection", specify whether or not the paper in the bypass tray will be excluded from the paper that can be selected. This setting is disabled by factory default, and thus paper in the bypass tray is included in the paper that can be automatically selected. If special media are frequently loaded in the bypass tray, it is recommended that this setting be enabled.

PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

When the user authentication function is enabled in the machine's system settings (administrator), your user information (login name, password, etc.) must be entered in the printer driver properties window before you can print. The information that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

1



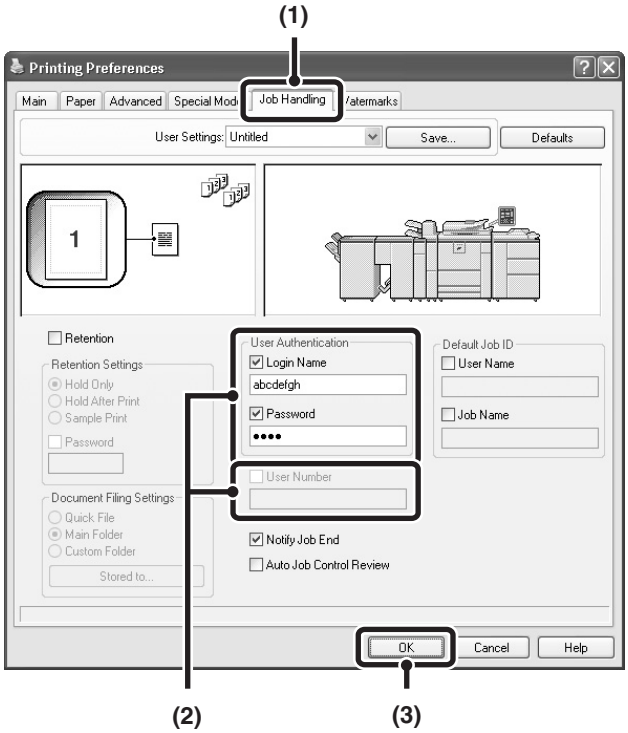
Open the printer driver properties window from the print window of the software application.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2



Enter your login name and password.

(1) Click the [Job Handling] tab.

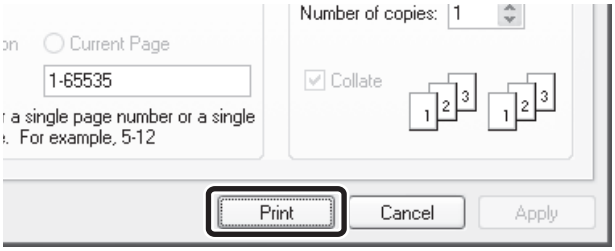
(2) Enter your user information.

- **When authentication is by login name/password**
 Select the [Login Name] and [Password] checkboxes so that checkmarks ☑ appear, and enter your login name and password. Enter 1 to 32 characters for the password.
- **When authentication is by user number**
 Click the [User Number] checkbox ☑ and enter a user number (5 to 8 digits).

(3) Click the [OK] button.

To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox so that a checkmark ☑ appears.

3



Start printing.

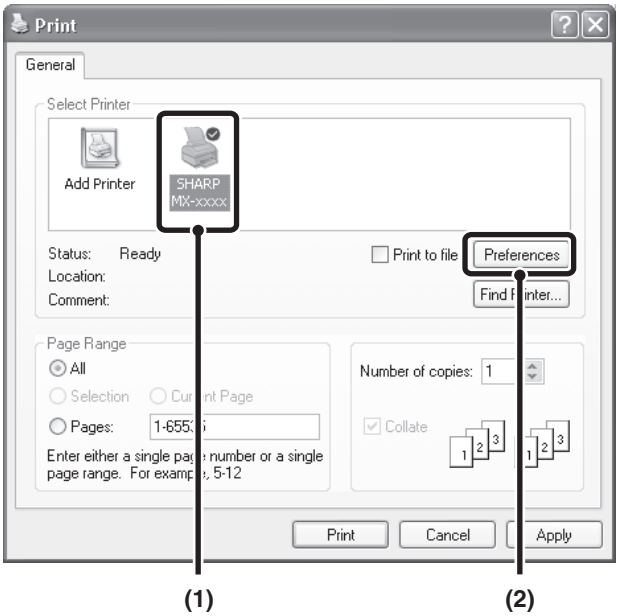
- Normally printing is possible without entering your user information. (In this case, the printed pages will be added to the "Others" count.) When printing by invalid users is prohibited in the system settings (administrator), printing is not permitted when user information is not entered or incorrect information is entered.
- The machine's user authentication function cannot be used when the PPD file* is installed and the Windows standard PS printer driver is used. For this reason, printing will not be possible if printing by invalid users is prohibited in the system settings (administrator).
 * The PPD file enables the machine to print using the standard PS printer driver of the operating system.
- When user authentication is enabled in the system settings (administrator) of the machine, the print function may restricted if printing is attempted without entering user information. For more information, see "User Control" in the Administrator's Guide.

System Settings (Administrator): Disable Printing by Invalid User
This is used to prohibit printing of print jobs by users whose user information is not stored in the machine. When this function is enabled, printing is not allowed when user information is not entered or incorrect information is entered.

VIEWING PRINTER DRIVER HELP

When selecting settings in the printer driver, you can display Help to view explanations of the settings.

1



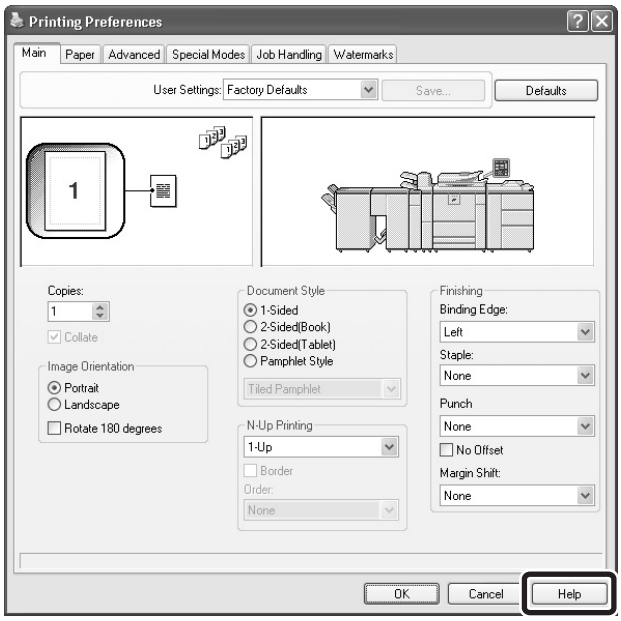
Open the printer driver properties window from the print window of the software application.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2



Click the [Help] button.

The Help window will open to let you view explanations of the settings on the tab.
To view Help for settings in a dialog box, click the underlined text at the top of the Help window.

Pop-up help

To view Help for a setting, click the ? button in the upper right-hand corner of the printer driver properties window and then click the setting.
You can also view the same Help by right-clicking the setting and clicking the [Help] box that appears.

* In Windows Vista, pop-up Help will not appear. Help can be displayed for a setting by moving the cursor to the setting and clicking the [F1] key.

Information icon

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon () will appear next to the setting. Click the icon to view an explanation of the restriction.

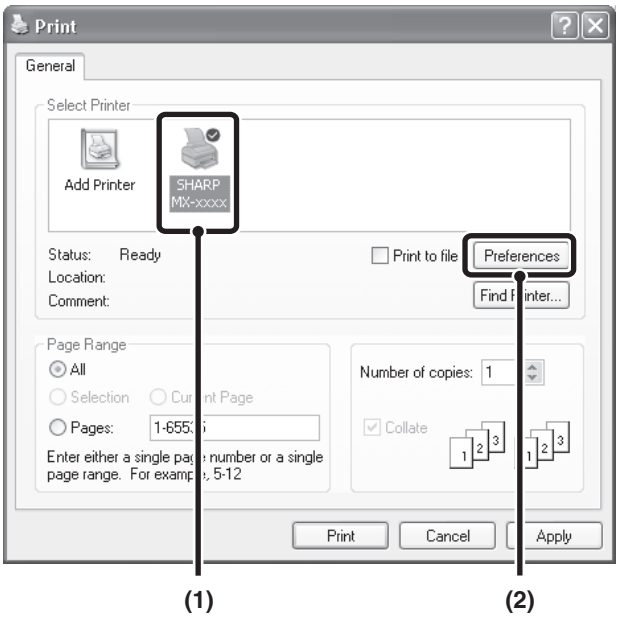
SAVING FREQUENTLY USED PRINT SETTINGS

Settings configured on each of the tabs at the time of printing can be saved as user settings. Saving frequently used settings or complex settings under an assigned name makes it easy to select those settings the next time you need to use them.

SAVING SETTINGS AT THE TIME OF PRINTING

Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

1



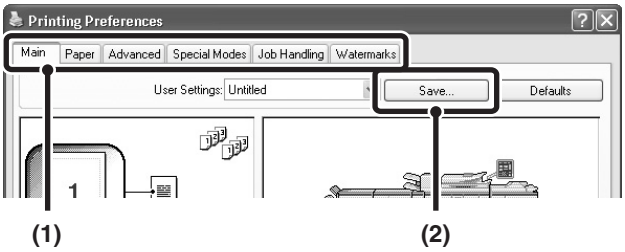
Open the printer driver properties window from the print window of the software application.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2

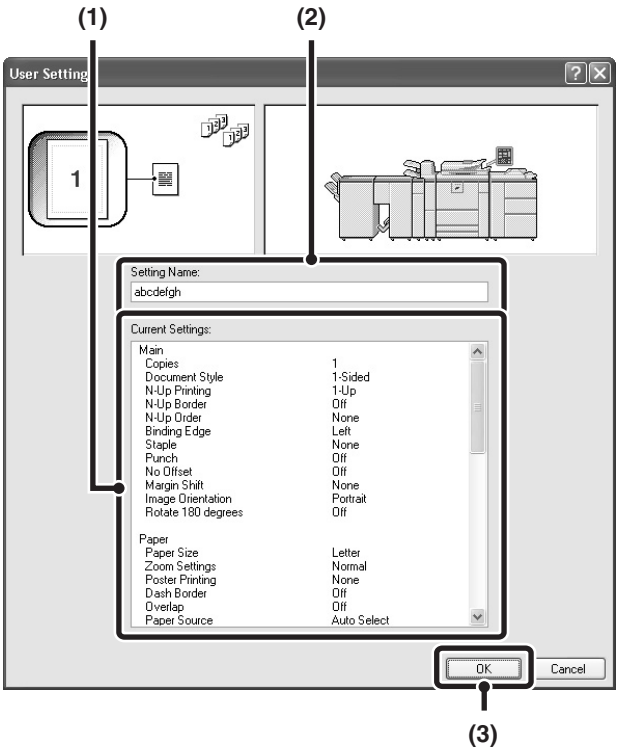


Save the print settings.

(1) Configure print settings on each tab.

(2) Click the [Save] button.

3



Check and save the settings.

(1) Check the displayed settings.

(2) Enter a name for the settings (maximum of 20 characters).

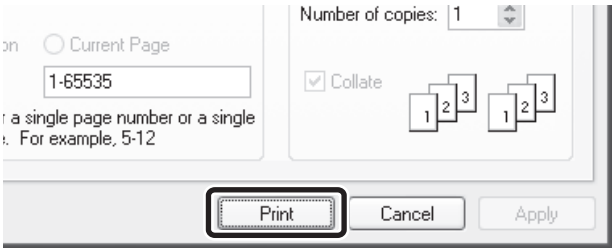
(3) Click the [OK] button.

4



Click the [OK] button.

5

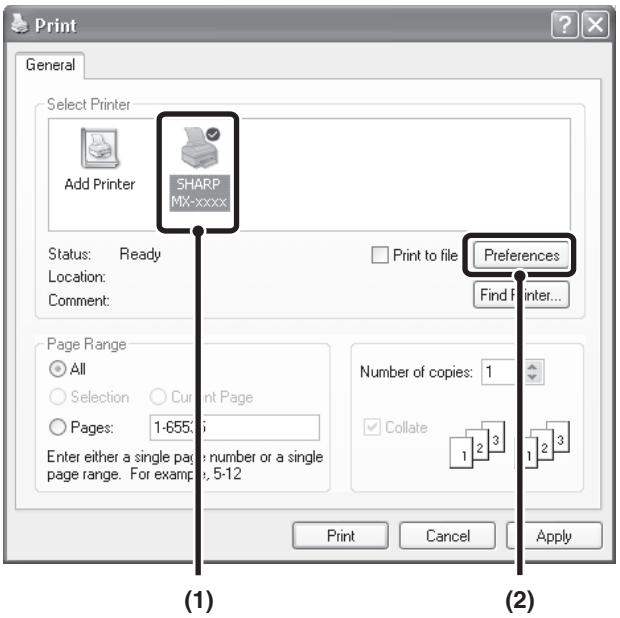


Start printing.

- Up to 30 sets of user settings can be saved.
- The following items cannot be saved in user settings.
 - A watermark that you created
 - Paper insertion settings
 - Overlay file
 - [Tab Paper Print] settings on the [Paper] tab (PCL6 only)
 - The login name, password, user name, and job name entered in the [Job Handling] tab

USING SAVED SETTINGS

1



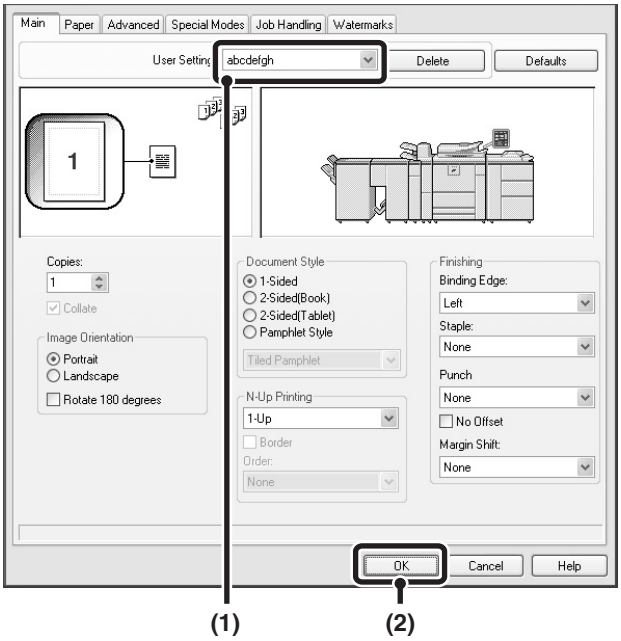
Open the printer driver properties window from the print window of the software application.

(1) Select the printer driver of the machine.

(2) Click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Properties] or [Printing Preferences]) may vary depending on the software application.

2

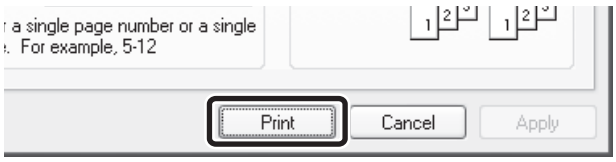


Select the print settings.

(1) Select the user settings that you wish to use.

(2) Click the [OK] button.

3



Start printing.

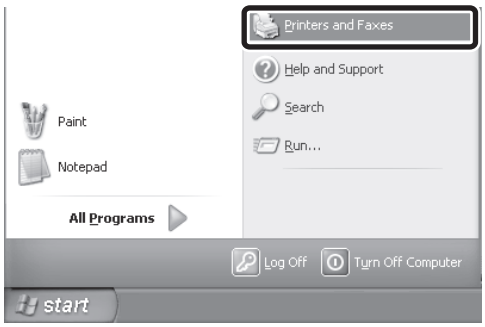
Deleting saved settings

Select the user settings that you want to delete in (1) of step 2 above, and click the [Delete] button.

CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

The default settings of the printer driver can be changed using the procedure below. The settings selected using this procedure are saved and become the default settings when printing from a software application. (Settings selected in the printer driver properties window when printing from an application remain in effect only while the application is in use.)

1

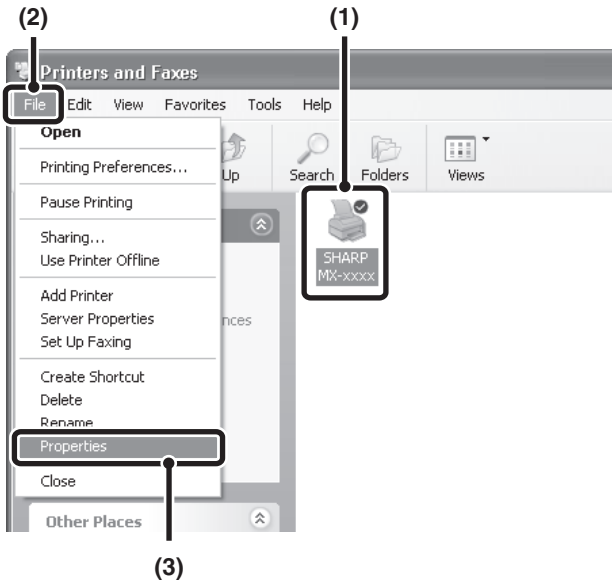


Click the [start] button and then click [Printers and Faxes].

- In Windows Vista, click the [Start] button () and select [Control Panel] and then [Printer].
- In Windows 98/Me/NT 4.0/2000, click the [Start] button, point to [Settings], and then select [Printers].

In Windows XP, if [Printers and Faxes] does not appear in the [start] menu, select [Control Panel], select [Printers and Other Hardware], and then select [Printers and Faxes].

2



Open the printer properties window.

(1) Click the icon of the printer driver of the machine.

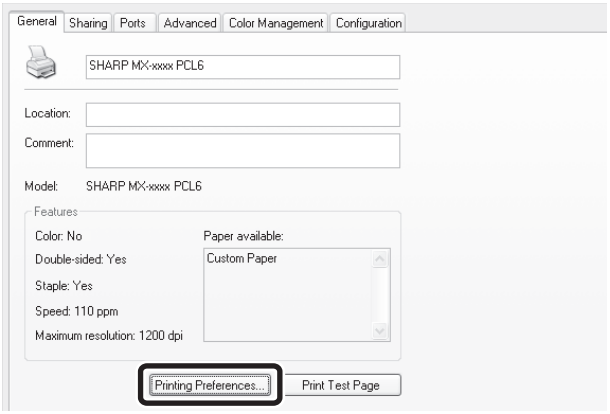
(2) Click the [File] menu.

In Windows Vista, click the [Organize] menu.

(3) Select [Properties].

In Windows NT 4.0, select [Document Defaults] from the [File] menu to open the printer driver properties window. Go to step 4.

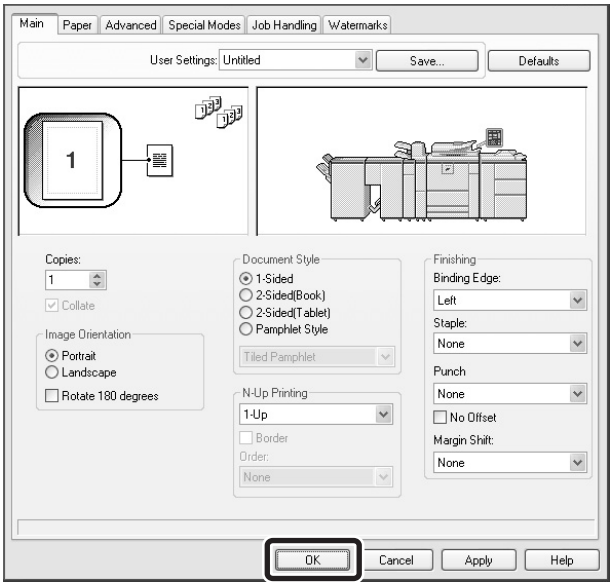
3



Click the [Printing Preferences] button on the [General] tab.

In Windows 98/Me, click the [Setup] tab.

4



Configure the settings and click the [OK] button.

For explanations of the settings, see printer driver Help.

2 PRINTING FROM A MACINTOSH

BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory program "TextEdit" in Mac OS X ("SimpleText" in Mac OS 9).

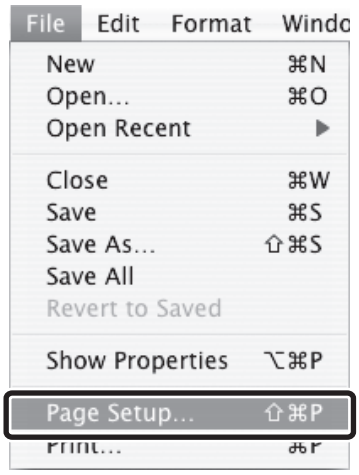
To use the machine as a printer for the Macintosh, the PS3 expansion kit must be installed in the machine and the machine must be connected to a network. To install the PPD file and configure printer driver settings, see "3. SETUP IN A MACINTOSH ENVIRONMENT" in the Software Setup Guide.

SELECTING PAPER SETTINGS

Select paper settings in the printer driver before selecting the print command.

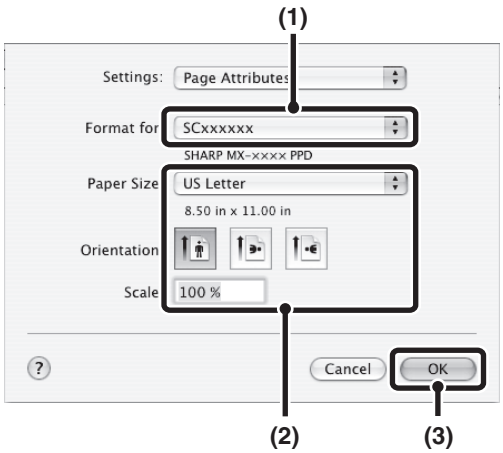
Mac OS X

1



Select [Page Setup] from the [File] menu of TextEdit.

2



Select paper settings.

(1) Make sure that the correct printer is selected.

(2) Select paper settings.

The paper size, paper orientation, and enlarge/reduce can be selected.

(3) Click the [OK] button.

The machine name that appears in the "Format for" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

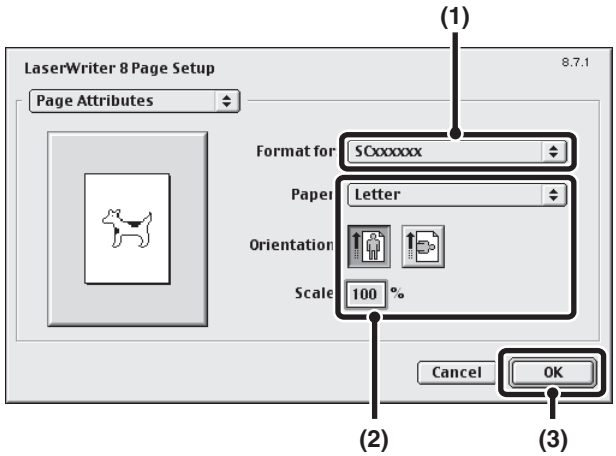
Mac OS 9

1



Select [Page Setup] from the [File] menu of SimpleText.

2



Select paper settings.

(1) Make sure that the correct printer is selected.

(2) Select paper settings.

The paper size, paper orientation, and enlarge/reduce can be selected.

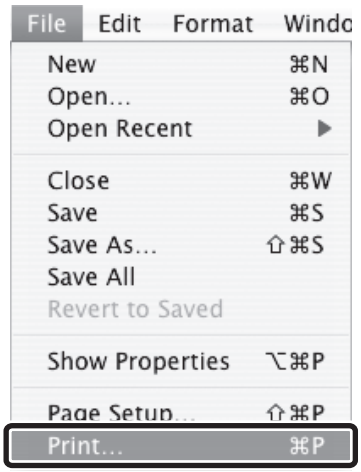
(3) Click the [OK] button.

The machine name that appears in the "Format for" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

PRINTING

Mac OS X

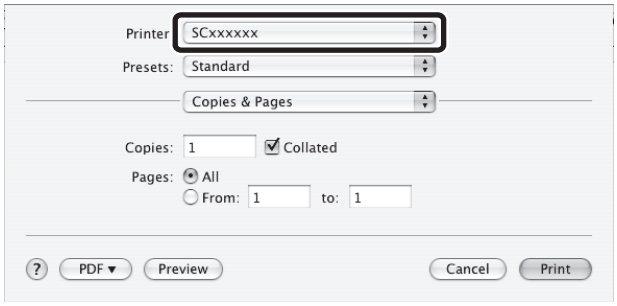
1



Select [Print] from the [File] menu of TextEdit.

The menu used to execute printing may vary depending on the software application.

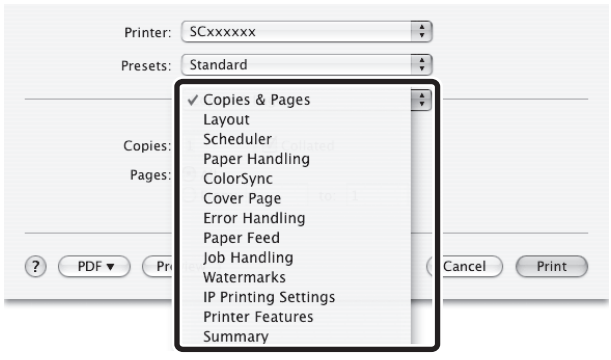
2



Make sure that the correct printer is selected.

The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on the machine model.)

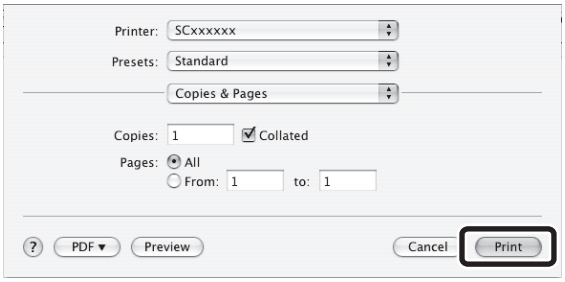
3



Select print settings.

Click ⇕ next to [Copies & Pages] and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.

4



Click the [Print] button.

Printing begins.

Mac OS 9

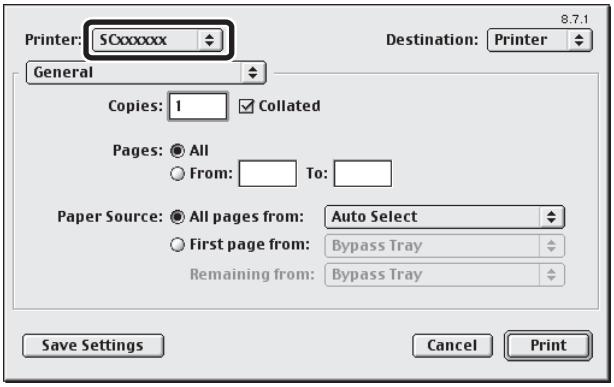
1



Select [Print] from the [File] menu of SimpleText.

The menu used to execute printing may vary depending on the software application.

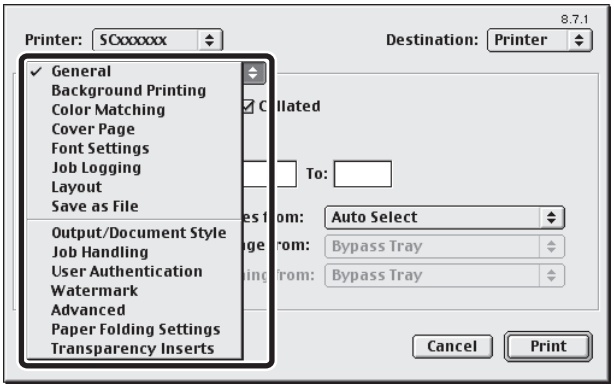
2



Make sure that the correct printer is selected.

The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on your machine model.)

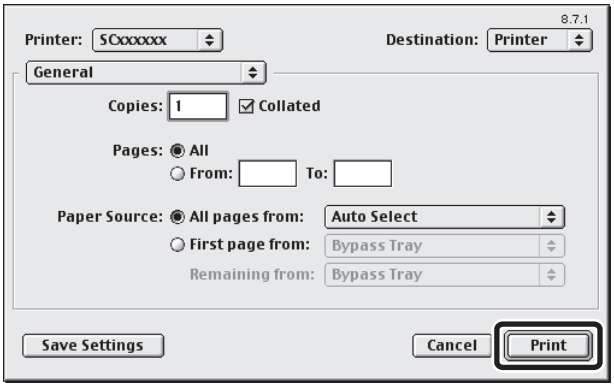
3



Select print settings.

Click ⇕ next to [General] and select the settings that you wish to configure from the pull-down menu. The corresponding setting screen will appear.

4



Click the [Print] button.

Printing begins.

SELECTING THE PAPER

This section explains the [Paper Feed] settings ("Paper Source" setting in [General] in Mac OS 9) in the print settings window.

- **When [Auto Select] is selected**
 A tray with plain paper or recycled paper (the factory default setting is plain paper only) of the size specified in "Paper Size" in the page settings window is automatically selected.
- **When a paper tray is selected**
 The specified tray is used for printing regardless of the "Paper Size" setting in the page settings window.
 For the bypass tray, a paper type can also be specified. Make sure that the paper type setting for the bypass tray is correct and that the set type of paper is actually loaded in the bypass tray, and then select the appropriate bypass tray (paper type).



- Special media can also be placed in the bypass tray. For the procedure for loading paper and other media in the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.
- When "Enable Detected Paper Size in Bypass Tray" (disabled by factory default) or "Enable Selected Paper Type in Bypass Tray" (enabled by factory default) is enabled in the system settings (administrator), printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

- **When a paper type is selected**
 A tray with the specified type of paper and the size specified in "Paper Size" in the page settings window is used for printing.



System Settings (Administrator): Exclude Bypass-Tray from Auto Paper Select
When [Auto Select] is used for printing, this setting determines whether or not the paper in the bypass tray will be excluded from the paper that can be selected. This setting is disabled by factory default, and thus paper in the bypass tray is included in the paper that can be automatically selected. If special media are frequently loaded in the bypass tray, it is recommended that this setting be enabled.

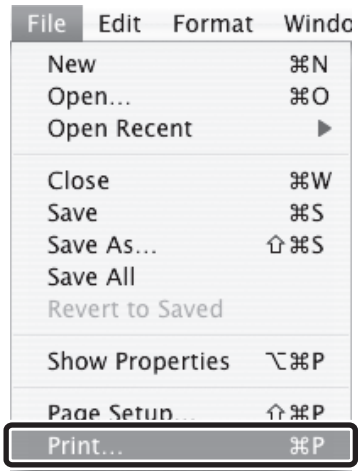
PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

When the user authentication function is enabled in the machine's system settings (administrator), you must enter your user information (login name, password, etc.) in order to print. The information that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

Mac OS X

(This function cannot be used in Mac OS X v10.1.5.)

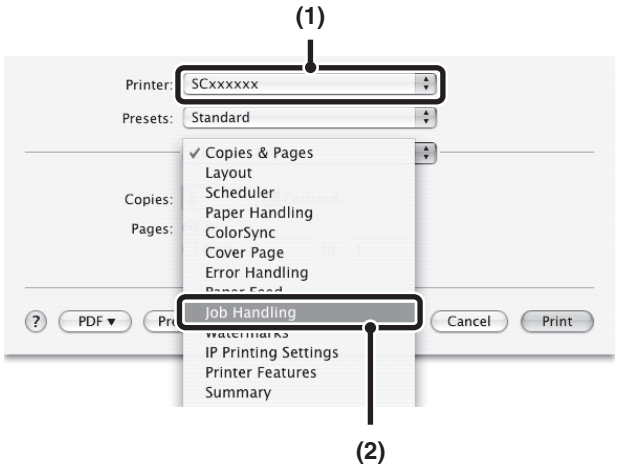
1



Select [Print] from the application's [File] menu.

The menu used to execute printing may vary depending on the software application.

2



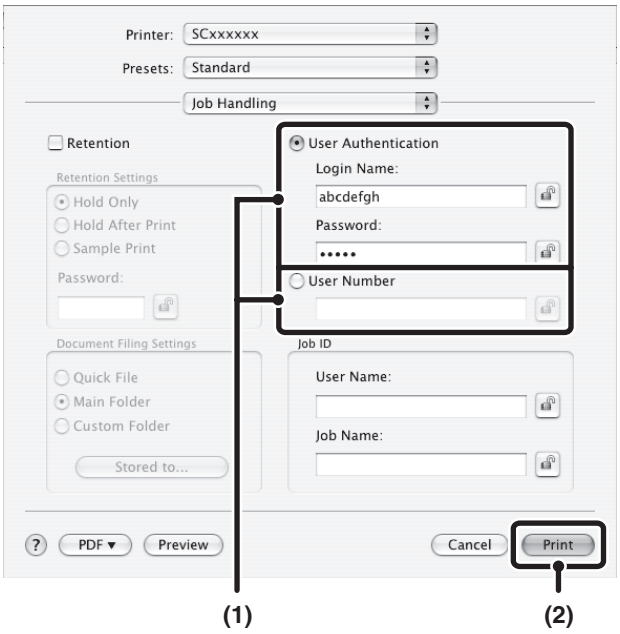
Display the job handling screen.

(1) Make sure that the machine's printer name is selected.

(2) Select [Job Handling].

The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on the machine model.)

3



Start printing.

(1) Enter your user information.

- **When authentication is by login name/password**
 Enter your login name in "Login Name" and your password in "Password" (1 to 32 characters).
- **When authentication is by user number**
 Enter your user number (5 to 8 digits) in "User Number".

(2) Click the [Print] button.

You can click the (lock) button after entering your login name and password, or user number, to simplify operation the next time you wish to print based on the same user authentication.

- Normally printing is possible without entering your user information. (In this case, the printed pages will be added to the "Others" count.) When printing by invalid users is prohibited in the system settings (administrator), printing is not permitted when user information is not entered or incorrect information is entered.
- If you are using Mac OS X v10.1.5, the user authentication function of the machine is not available. For this reason, printing will not be possible if printing by invalid users is prohibited in the system settings (administrator).
- When user authentication is enabled in the system settings (administrator) of the machine, the print function may restricted if printing is attempted without entering user information. For more information, see "User Control" in the Administrator's Guide.

System Settings (Administrator): Disable Printing by Invalid User
This is used to prohibit printing of print jobs by users whose user information is not stored in the machine. When this function is enabled, printing is not allowed when user information is not entered or incorrect information is entered.

Mac OS 9

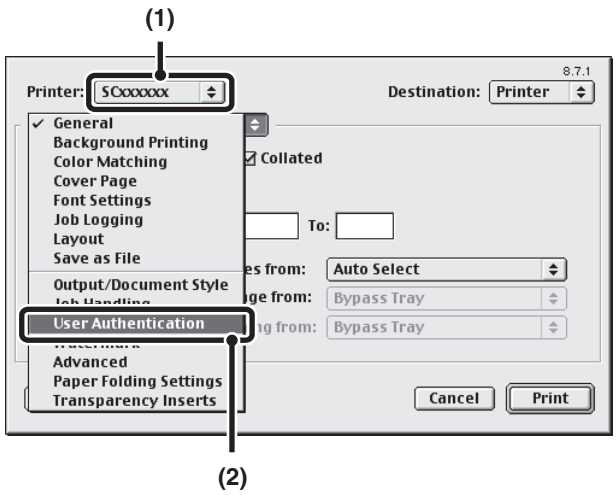
1



Select [Print] from the application's [File] menu.

The menu used to execute printing may vary depending on the software application.

2



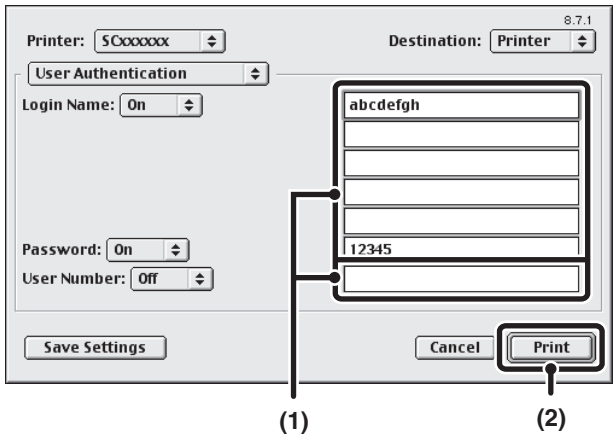
Display the user authentication screen.

(1) Make sure that the machine's printer name is selected.

(2) Select [User Authentication].

The machine name that appears in the "Printer" menu is normally [SCxxxxxx]. ("xxxxxx" is a sequence of characters that varies depending on the machine model.)

3



Start printing.

(1) Enter your user information.

- **When authentication is by login name/password**
 Enter your login name in "Login Name" and your password in "Password" (1 to 32 characters).
- **When authentication is by user number**
 Enter your user number (5 to 8 digits) in "User Number".

(2) Click the [Print] button.

- Normally printing is possible without entering your user information. (In this case, the printed pages will be added to the "Others" count.) When printing by invalid users is prohibited in the system settings (administrator), printing is not permitted when user information is not entered or incorrect information is entered.
- When user authentication is enabled in the system settings (administrator) of the machine, the print function may restricted if printing is attempted without entering user information. For more information, see "User Control" in the Administrator's Guide.

System Settings (Administrator): Disable Printing by Invalid User
This is used to prohibit printing of print jobs by users whose user information is not stored in the machine. When this function is enabled, printing is not allowed when user information is not entered or incorrect information is entered.

3 FREQUENTLY USED FUNCTIONS

This chapter explains frequently used functions.

- TWO-SIDED PRINTING
- FITTING THE PRINT IMAGE TO THE PAPER (page 29)
- PRINTING MULTIPLE PAGES ON ONE PAGE (page 30)
- STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT (page 32)

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the following section:

☞ Windows: BASIC PRINTING PROCEDURE (page 7)

☞ Macintosh: BASIC PRINTING PROCEDURE (page 18)

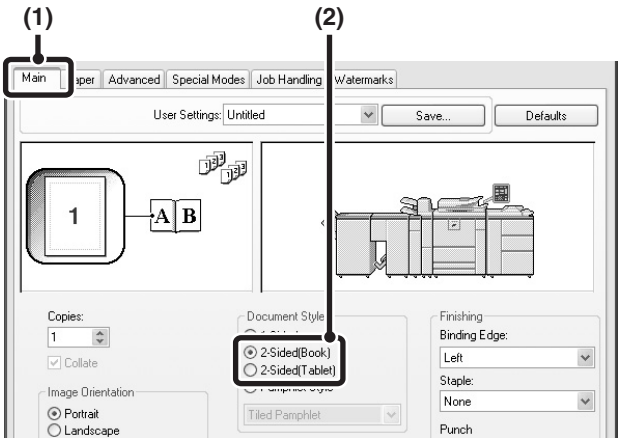
In Windows, view printer driver Help for details on printer driver settings for each printing function.

TWO-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.

<table>
<tr><th>Paper orientation</th><th colspan="4">Print results</th></tr>
<tr><td rowspan="3">Vertical</td><td>Windows</td><td>Macintosh</td><td>Windows</td><td>Macintosh</td></tr>
<tr><td>2-Sided(Book)</td><td>Long-edged binding
(Flip on long edge)</td><td>2-Sided(Tablet)</td><td>Short-edged binding
(Flip on short edge)</td></tr>
<tr><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td rowspan="4">Horizontal</td><td>Windows</td><td>Macintosh</td><td>Windows</td><td>Macintosh</td></tr>
<tr><td>2-Sided(Book)</td><td>Short-edged binding
(Flip on short edge)</td><td>2-Sided (Tablet)</td><td>Long-edged binding
(Flip on long edge)</td></tr>
<tr><td colspan="2"></td><td colspan="2"></td></tr>
<tr><td></td><td colspan="2">The pages are printed so that they can be bound at the side.</td><td colspan="2">The pages are printed so that they can be bound at the top.</td></tr>
</table>

Windows

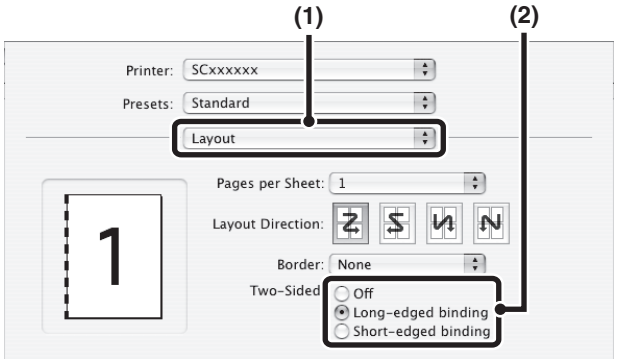


(1) Configure the settings on the [Main] tab.

(2) Select [2-Sided(Book)] or [2-Sided(Tablet)].

Macintosh

Mac OS X

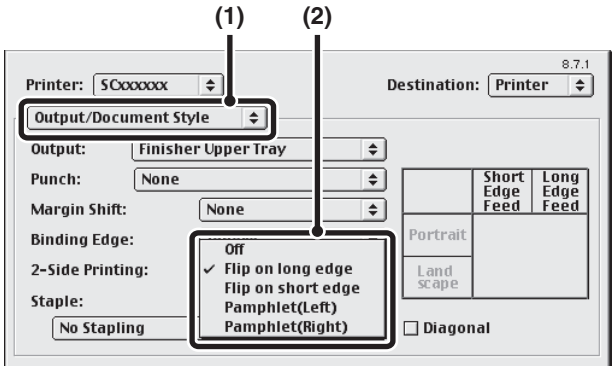


(1) Select [Layout].

(2) Select [Long-edged binding] or [Short-edged binding].

- In Mac OS X v10.1.5, select the settings in [Duplex].
- In Mac OS X v10.2.8, select the settings in [Advanced].

Mac OS 9

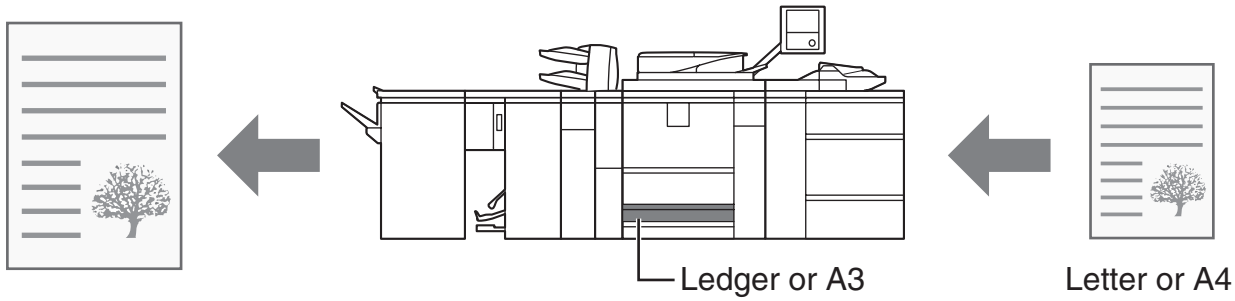


(1) Select [Output/Document Style].

(2) Select [Flip on long edge] or [Flip on short edge].

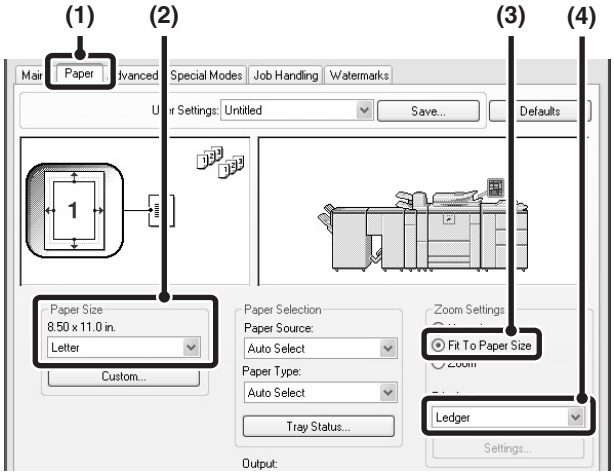
FITTING THE PRINT IMAGE TO THE PAPER

This function is used to automatically enlarge or reduce the printed image to match the size of the paper loaded in the machine. This is convenient for such purposes as enlarging a letter or A4 size document to ledger or A3 size to make it easier to view, and to print when the same size of paper as the document image is not loaded in the machine.



The following example explains how to print a letter size document on ledger size paper.

Windows



(1) Click the [Paper] tab.

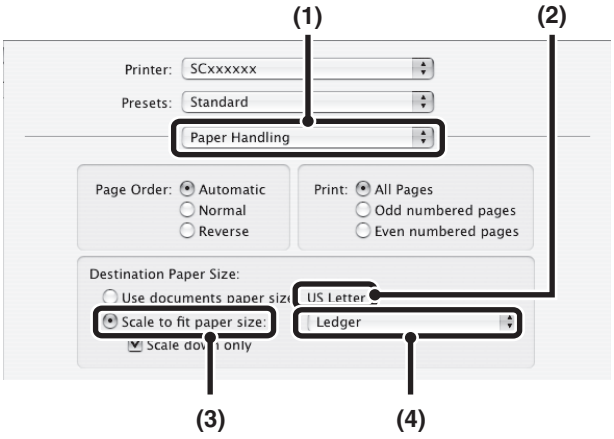
(2) Select the size of the print image (for example: Letter).

(3) Select [Fit To Paper Size].

(4) Select the actual paper size to be used for printing (for example: Ledger).

Macintosh

(This function can only be used in Mac OS X v10.4 to 10.4.8.)



(1) Select [Paper Handling].

(2) Check the size of the print image (for example: Letter).

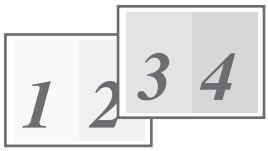
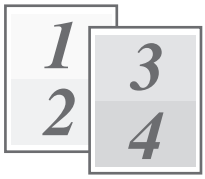
To change the print image size, use the "Paper Size" menu that appears when [Page Setup] is selected.

(3) Select [Scale to fit paper size].

(4) Select the actual paper size to be used for printing (for example: Ledger).

PRINTING MULTIPLE PAGES ON ONE PAGE

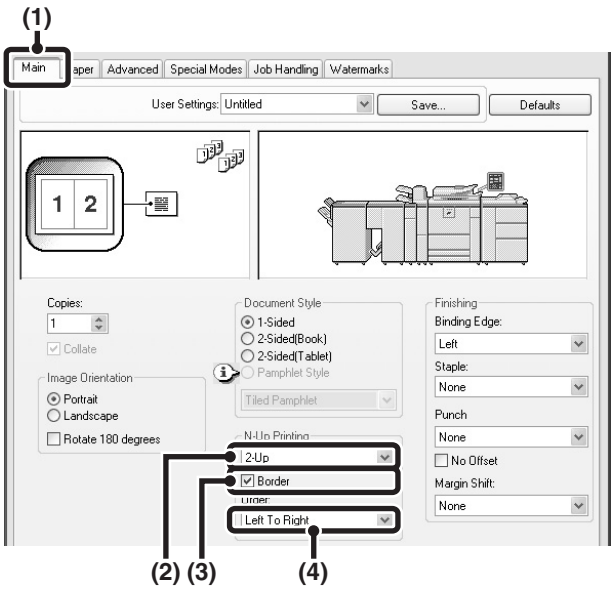
This function can be used to reduce the print image and print multiple pages on a single sheet of paper.
This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. This function can also be used in combination with two-sided printing for maximum conservation of paper.
For example, when [2-Up] (2 pages per sheet) and [4-Up] (4 pages per sheet) are selected, the following print results will be obtained, depending on the order selected.

N-Up (Pages per sheet)	Print results		
	Left To Right	Right To Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				

- The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
- In a Windows environment, the page order can be viewed in the print image in the printer driver properties window. In a Macintosh environment, the page orders are displayed as selections.
- In a Macintosh environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16.

Windows



(1) Configure the settings on the [Main] tab.

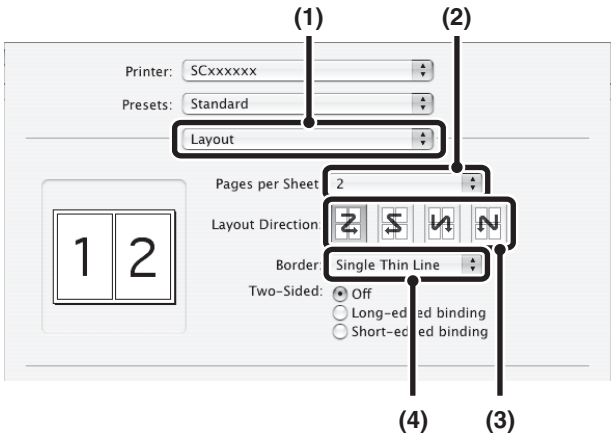
(2) Select the number of pages per sheet.

(3) If you wish to print borderlines, click the [Border] checkbox so that a checkmark ☑ appears.

(4) Select the order of the pages.

Macintosh

Mac OS X



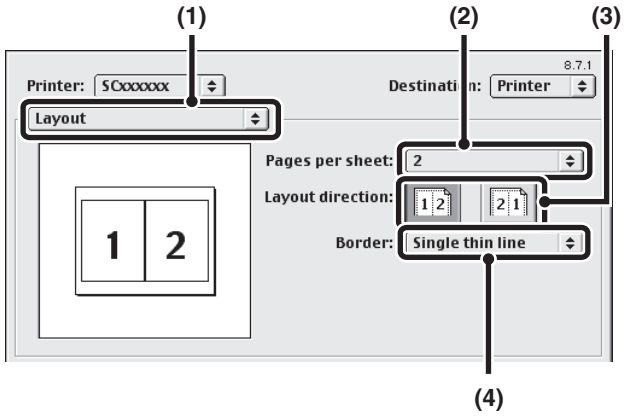
(1) **Select [Layout].**

(2) **Select the number of pages per sheet.**

(3) **Select the order of the pages.**

(4) **If you wish to print borderlines, select the desired type of borderline.**

Mac OS 9



(1) **Select [Layout].**

(2) **Select the number of pages per sheet.**

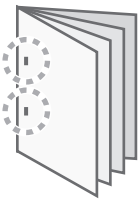
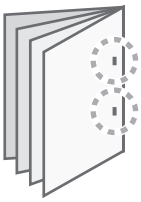
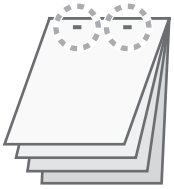
(3) **Select the order of the pages.**

(4) **If you wish to print borderlines, select the desired type of borderline.**

STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT

Staple function

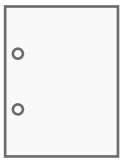
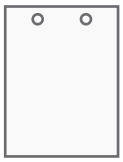
The staple function can be used to staple output.
This function saves considerable time when preparing handouts for a meeting or other stapled materials. The staple function can also be used in combination with two-sided printing to create materials with a more sophisticated appearance. Stapling positions and the number of staples can be selected to obtain the following stapling results.

Staples	Left	Right	Top
1 Staple*1			
1 Staple (Diagonal)*2			
2 Staples			

*1 The staple orientation ("▬" or "▌") varies depending on the size and orientation of the paper.
*2 Slanted stapling may not be possible for some paper sizes and orientations.

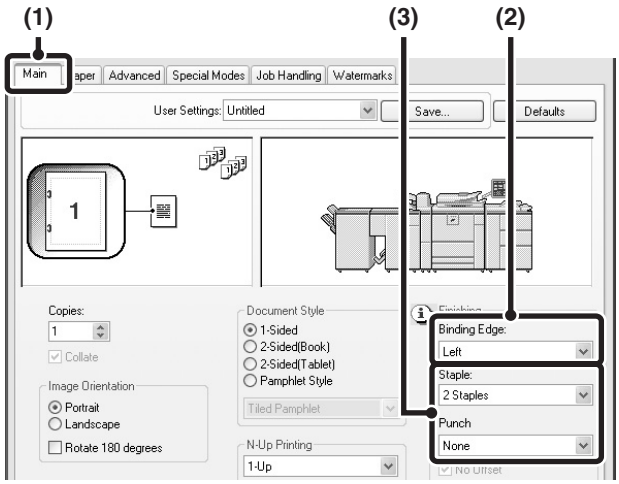
Punch function

The punch function can be selected to punch holes in printed output. Punch hole positions can be set by selecting the binding edge.
An example of two-hole punching is shown below.

Left	Right	Top
		

- To use the staple function, a finisher or saddle stitch finisher is required.
- To use the punch function, a punch module must be installed on the finisher or saddle stitch finisher.
- Paper that can be punched is 5-1/2" x 8-1/2" to 12" x 18" (16 lbs. to 90 lbs. Index) (B5R to A3 (52g/m^2 to 163g/m^2)) when a punch module of the finisher (for the MX-M850) and of the saddle stitch finisher is installed.
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Safety Guide.
 The maximum number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- The staple function cannot be used in combination with the offset function, which offsets the position of each output job from the previous job.
- When the finisher is disabled in the machine's system settings (administrator), the staple function and punch function cannot be used.
- When the staple function or the punch function is disabled in the machine's system settings (administrator), stapling or punching is not possible.
- For information on the saddle stitch function, see "CREATING A PAMPHLET (Pamphlet/Pamphlet Staple)" (page 34).

Windows



(1) Configure the settings on the [Main] tab.

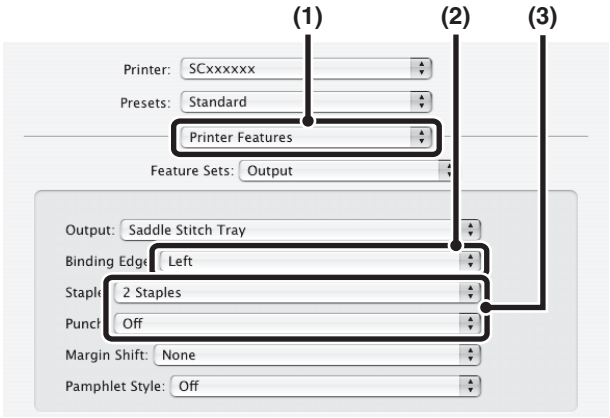
(2) Select the "Binding Edge".

(3) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu.
- To punch holes in output, select the number of holes in the "Punch" menu.

Macintosh

Mac OS X



(1) Select [Printer Features].

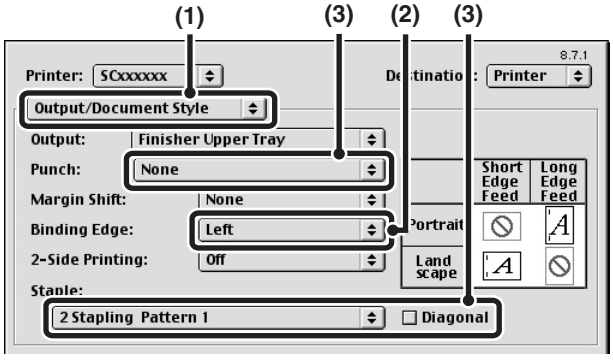
(2) Select the "Binding Edge".

(3) Select the staple function or the punch function.

- For the staple function, select the number of staples in the "Staple" menu.
- To punch holes in output, select the number of holes in the "Punch" menu.

- In Mac OS X v10.1.5, the binding edge cannot be selected. If the paper is oriented vertically, the binding edge will be the left edge. If the paper is oriented horizontally, the binding edge will be the bottom edge. Select the staple settings or punch settings on the [Output] tab of [Printer Features].
- In Mac OS X v10.2.8, select the settings in [Advanced].

Mac OS 9



(1) Select [Output/Document Style].

(2) Select the "Binding Edge".

(3) Select the staple function or the punch function.

- If you are stapling, select the stapling pattern from the "Staple" menu. After a pattern is selected, a print image showing the binding edge will appear.
- To punch holes in output, select the number of holes in the "Punch" menu.

4 CONVENIENT PRINTING FUNCTIONS

This chapter explains convenient functions for specific printing objectives.

- CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS
- FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE (page 38)
- IMAGE ADJUSTMENT FUNCTION (page 42)
- FUNCTIONS THAT COMBINE TEXT AND IMAGES (page 44)
- PRINT FUNCTIONS FOR SPECIAL PURPOSES (page 47)
- CONVENIENT PRINTER FUNCTIONS (page 57)

The explanations assume that the paper size and other basic settings have already been selected. For the basic procedure for printing and the steps for opening the printer driver properties window, see the following section:

☞ Windows: BASIC PRINTING PROCEDURE (page 7)
☞ Macintosh: BASIC PRINTING PROCEDURE (page 18)

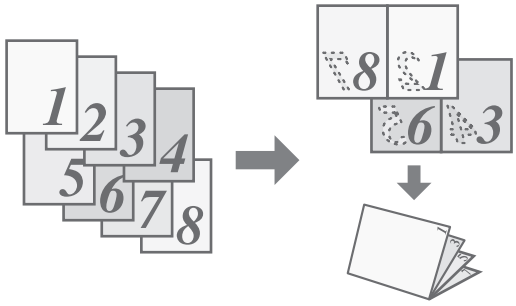
In Windows, view printer driver Help for details on printer driver settings for each printing function.

CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

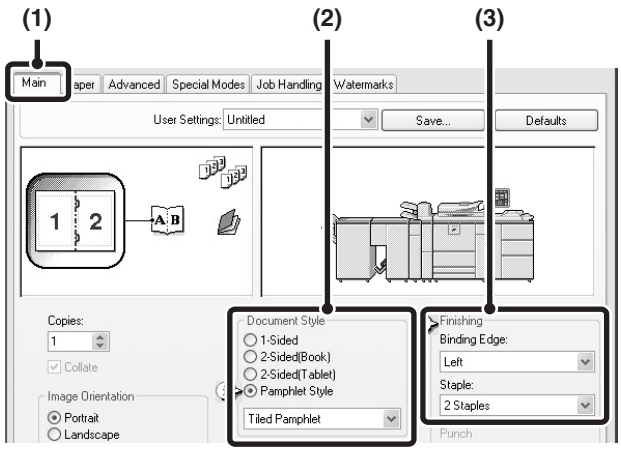
CREATING A PAMPHLET (Pamphlet/Pamphlet Staple)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet. This is convenient when you wish to compile printed output into a pamphlet. When a finisher and saddle unit are installed, or a saddle stitch finisher is installed, pamphlet printing and stapling can be selected to have output automatically folded into a booklet and stapled. This allows you to conveniently use the output as a handout or pamphlet without the need for any further work.

* Paper that can be used for saddle stitch function is 5-1/2" x 11" to 12" x 18" (16 lbs. to 24 lbs.) (B5R to A3W (60g/m^2 to 90g/m^2)).



Windows



(1) Configure the settings on the [Main] tab.

(2) Select [Pamphlet Style].

The pamphlet printing method can be selected from the pull-down menu.

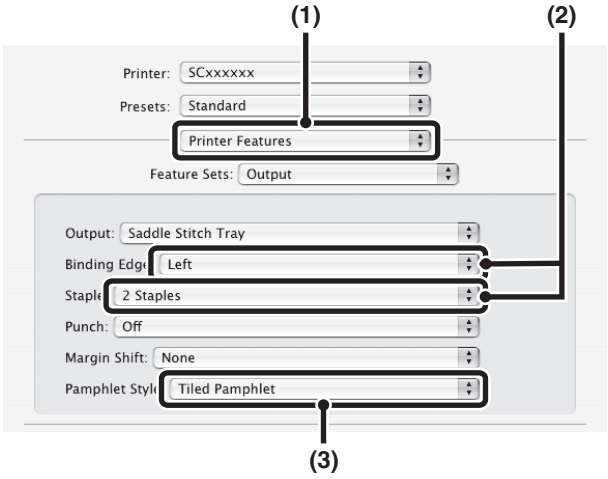
(3) Select the "Binding Edge".

[2 Staples] in "Staple" can be selected when a finisher and saddle unit are installed, or when a saddle stitch finisher is installed.

Macintosh

Mac OS X

(This function cannot be used in Mac OS X v10.1.5.)



(1) Select [Printer Features].

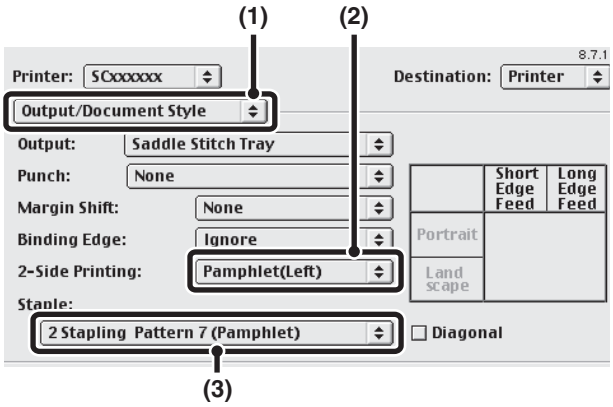
(2) Select the "Binding Edge".

[2 Staples] in "Staple" can be selected when a finisher and saddle unit are installed, or when a saddle stitch finisher is installed.

(3) Select [Tiled Pamphlet] or [2-Up Pamphlet].

In Mac OS X v10.2.8, select from the "2-Side Printing" and "Binding Edge" menus in [Advanced].

Mac OS 9



(1) Select [Output/Document Style].

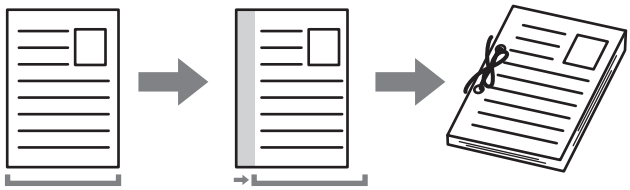
(2) Select [Pamphlet(Left)] or [Pamphlet(Right)].

(3) To staple, select [2 Stapling Pattern 7 (Pamphlet)].

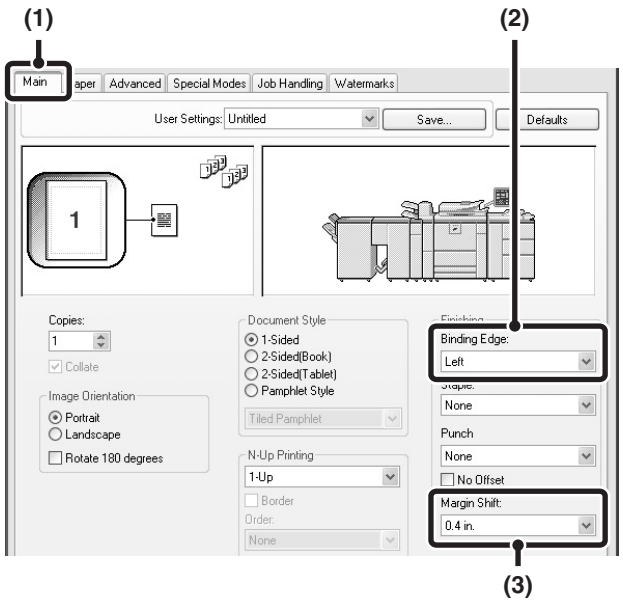
[2 Stapling Pattern 7 (Pamphlet)] can be selected when a finisher and saddle unit are installed, or when a saddle stitch finisher is installed.

INCREASING THE MARGIN (Margin Shift)

This function is used to shift the print image to increase the margin at the left, right, or top of the paper. This is convenient when you wish to staple or punch the output but the binding area overlaps the text. When a finisher or saddle stitch finisher is installed, the staple function or the punch function can be used with this function.



Windows



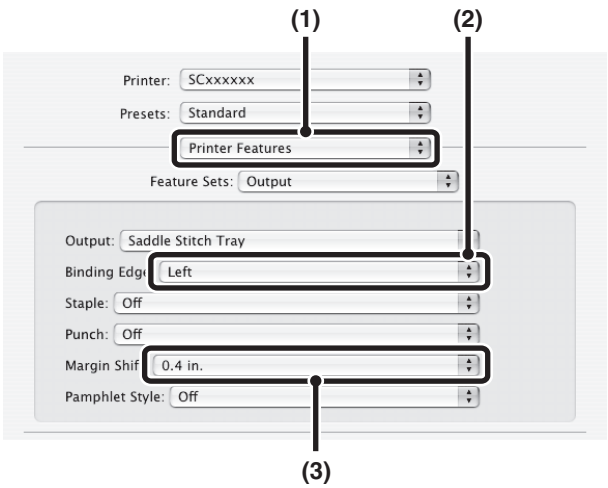
(1) Configure the settings on the [Main] tab.

(2) Select the "Binding Edge".

(3) Select the "Margin Shift".

Macintosh

Mac OS X



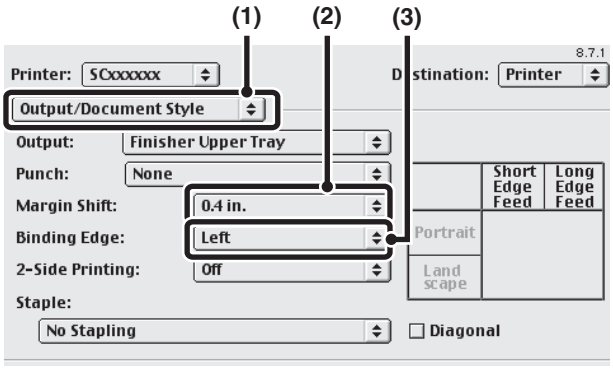
(1) Select [Printer Features].

(2) Select the "Binding Edge".

(3) Select the "Margin Shift".

- In Mac OS X v10.1.5, the binding edge cannot be selected. If the paper is oriented vertically, the binding edge will be the left edge. If the paper is oriented horizontally, the binding edge will be the bottom edge. Select the margin shift setting from the "Margin Shift" menu on the [Output] tab of [Printer Features].
- In Mac OS X v10.2.8, select from the "Binding Edge" and "Margin Shift" menus in [Advanced].

Mac OS 9



(1) Select [Output/Document Style].

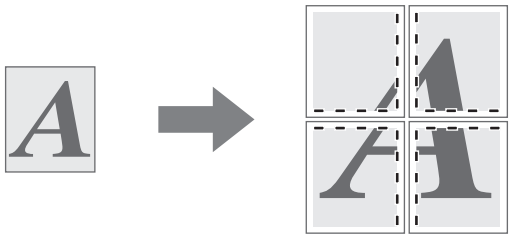
(2) Select the "Margin Shift".

(3) Select the "Binding Edge".

CREATING A LARGE POSTER (Poster Printing)

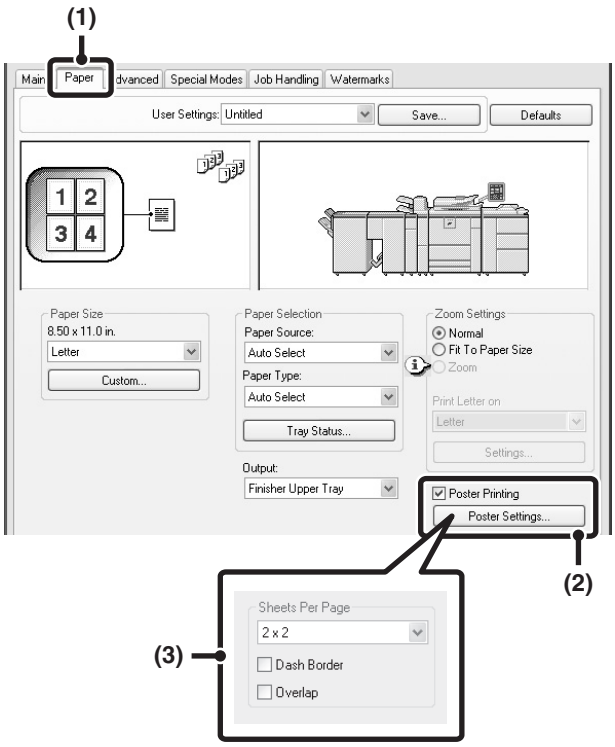
(This function is only available in Windows.)

One page of print data can be enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster. To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed and overlapping edges can be created (overlap function).



Windows

(This function can be used when the PCL6 or PS printer driver is used.)



(1) Click the [Paper] tab.

(2) Select the [Poster Printing] checkbox ☑ and click the [Poster Settings] button.

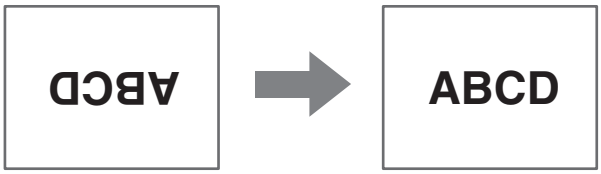
(3) Select poster settings.

Select the number of sheets of paper to be used from the pull-down menu. If you wish to print borderlines and/or use the overlap function, select the corresponding checkboxes ☑.

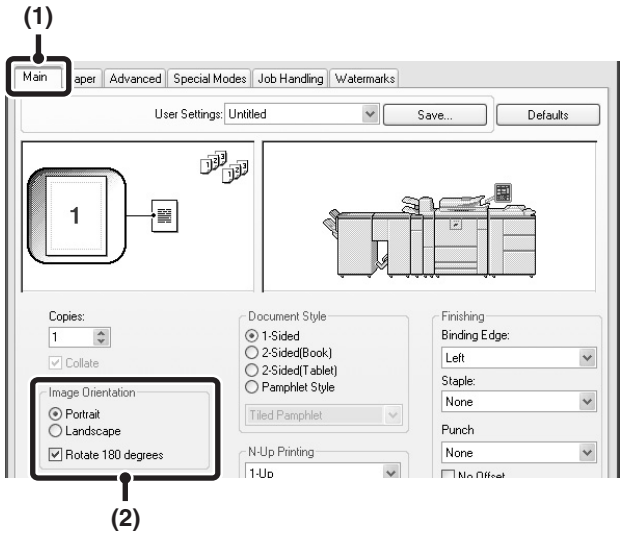
FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as paper with punch holes). (In Mac OS X, a portrait image cannot be rotated 180 degrees.)



Windows

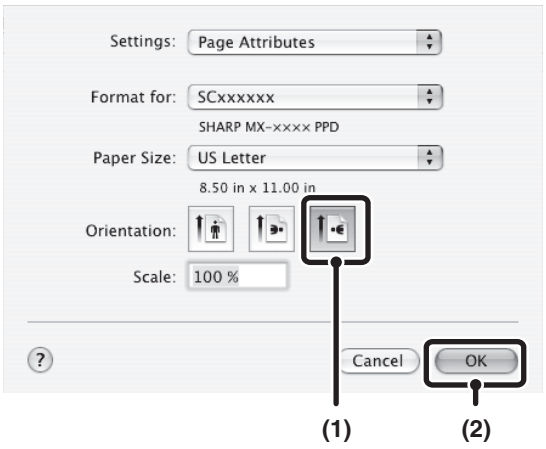


(1) Select the setting on the [Main] tab.

(2) Select the [Rotate 180 degrees] checkbox ☑.

Macintosh

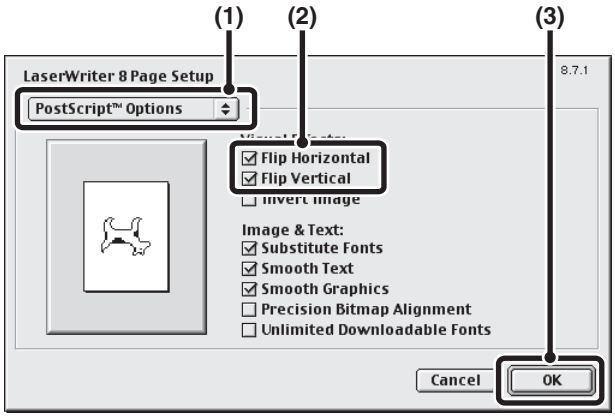
Mac OS X



(1) Select [Page Setup] from the [File] menu and click the button.

(2) Click the [OK] button.

Mac OS 9



(1) Select [Page Setup] from the [File] menu and select [PostScript Options].

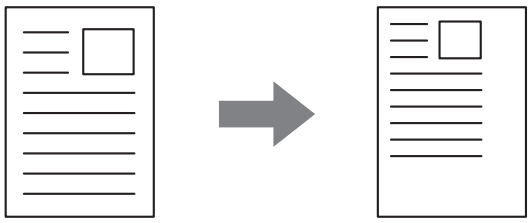
(2) Select the [Flip Horizontal] and [Flip Vertical] checkboxes ☑.

The print image will show an image of the print result.

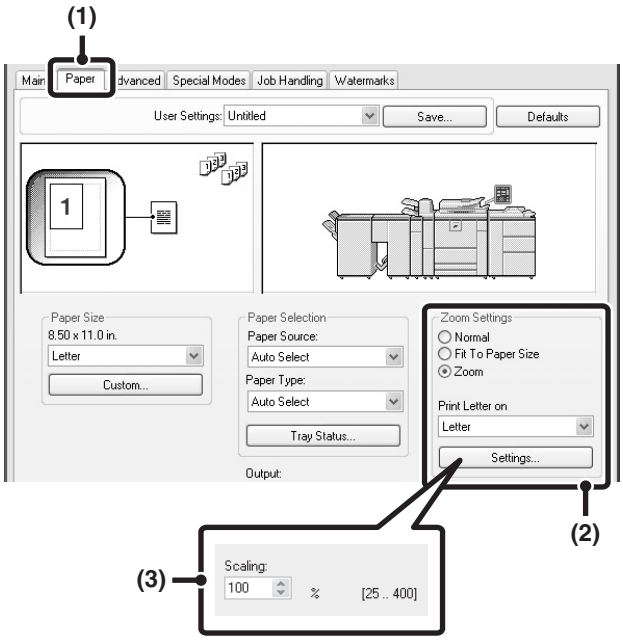
(3) Click the [OK] button.

ENLARGING/REDUCING THE PRINT IMAGE (Zoom/XY-Zoom)

This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.
When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportions of the image. (XY-Zoom)



Windows



(1) Click the [Paper] tab.

(2) Select [Zoom] and click the [Settings] button.

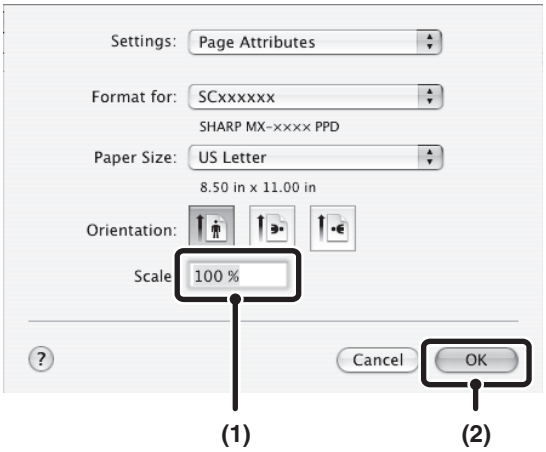
The actual paper size to be used for printing can be selected from the pull-down menu.

(3) Select the zoom ratio.

Directly enter a number (%) or click the ⇕ button to change the ratio in increments of 1%.

Macintosh

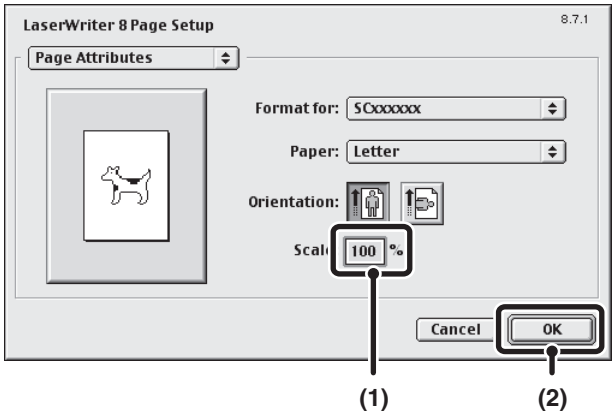
Mac OS X



(1) Select [Page Setup] from the [File] menu and enter the ratio (%).

(2) Click the [OK] button.

Mac OS 9

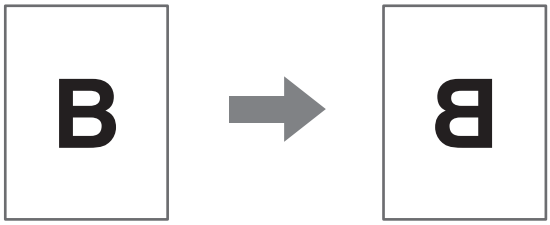


(1) Select [Page Setup] from the [File] menu and enter the ratio (%).

(2) Click the [OK] button.

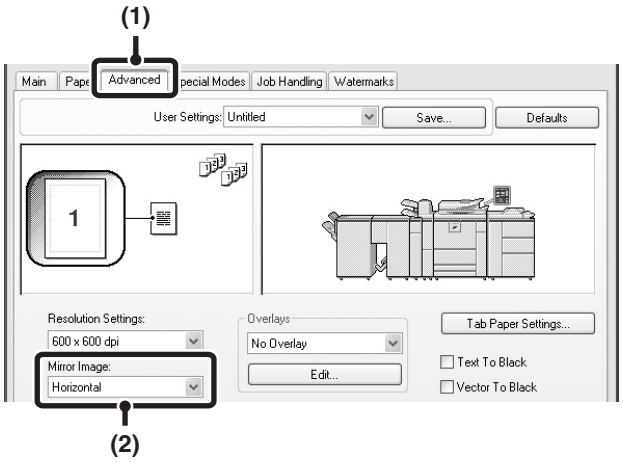
REVERSING THE IMAGE (Mirror Image)

The image can be reversed to create a mirror image. This function can be used to conveniently print a design for a woodblock print or other printing medium.



Windows

(This function can be used when the PS printer driver is used.)



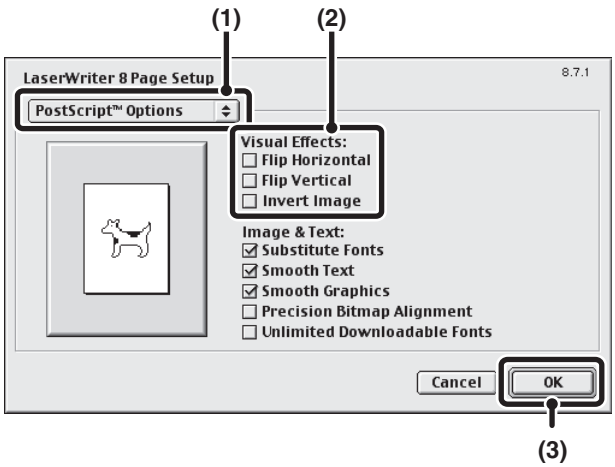
(1) Click the [Advanced] tab.

(2) Select a mirror image setting.

If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].

Macintosh

(This function can only be used in Mac OS 9.)



(1) Select [Page Setup] from the [File] menu and select [PostScript Options].

(2) Select "Visual Effects".

To reverse the image horizontally, select [Flip Horizontal]. To reverse the image vertically, select [Flip Vertical].

(3) Click the [OK] button.

IMAGE ADJUSTMENT FUNCTION

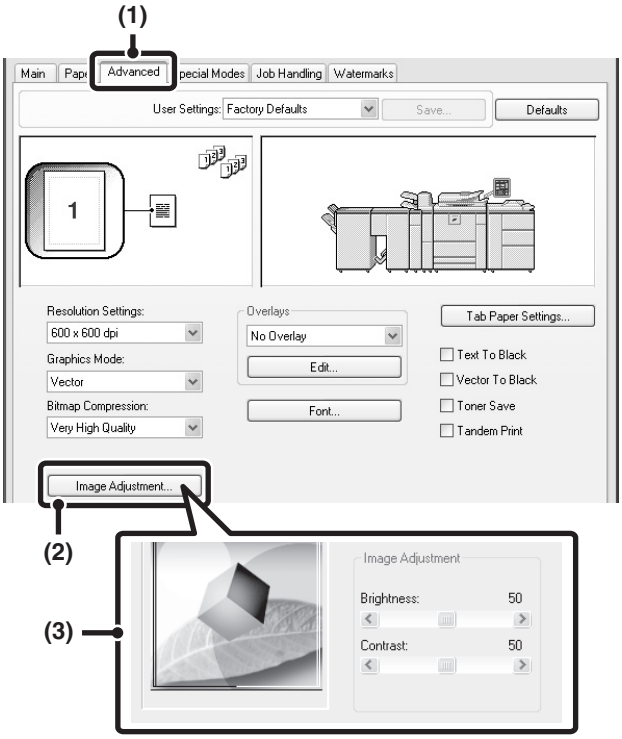
ADJUSTING THE BRIGHTNESS AND CONTRAST OF THE IMAGE (Image Adjustment)

(This function is only available in Windows.)

The brightness and contrast can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed on your computer.

Windows

(This function can be used when the PCL6 or PS printer driver is used.)



(1) Click the [Advanced] tab.

(2) Click the [Image Adjustment] button.

(3) Adjust the image settings.

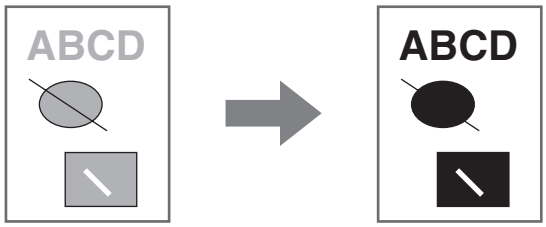
To adjust a setting, drag the slide bar or click the or button.

PRINTING FAINT TEXT AND LINES IN BLACK (Text To Black/Vector To Black)

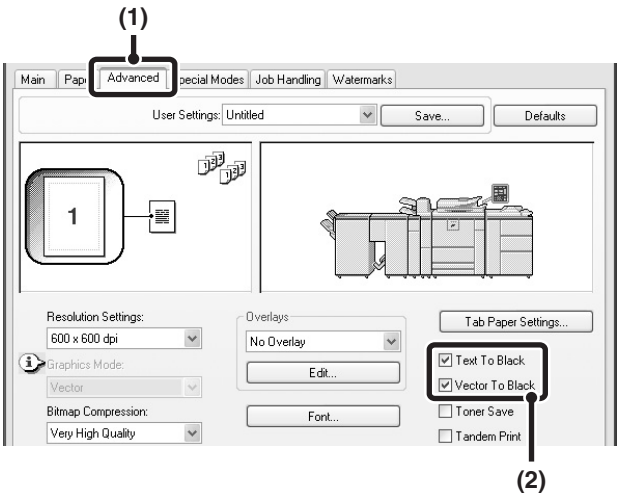
(This function is only available in Windows.)

When printing a color image, color text and lines that are faint can be printed in black. (Raster data such as bitmap images cannot be adjusted.) This allows you to bring out color text and lines that are faint and difficult to see.

- [Text To Black] can be selected to print all text other than white text in black.
- [Vector To Black] can be selected to print all vector graphics other than white lines and areas in black.



Windows



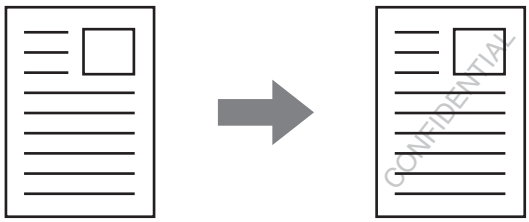
(1) Click the [Advanced] tab.

(2) Select the [Text To Black] checkbox ☑ and/or the [Vector To Black] checkbox ☑.

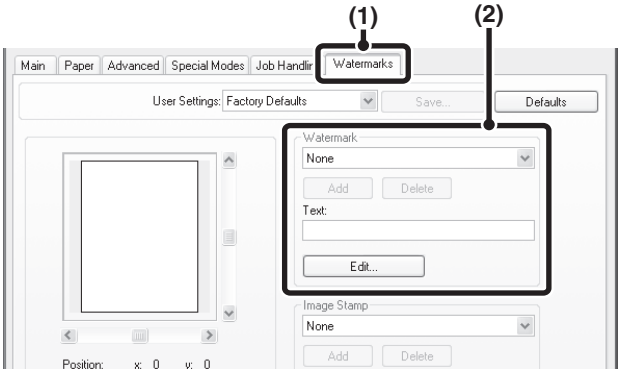
FUNCTIONS THAT COMBINE TEXT AND IMAGES

ADDING A WATERMARK TO PRINTED PAGES (Watermark)

Faint shadow-like text can be added to the background of the printed image as a watermark. The size and angle of the watermark text can be adjusted. The text can be selected from a pre-stored list, or entered to create an original watermark.



Windows



(1) Click the [Watermarks] tab.

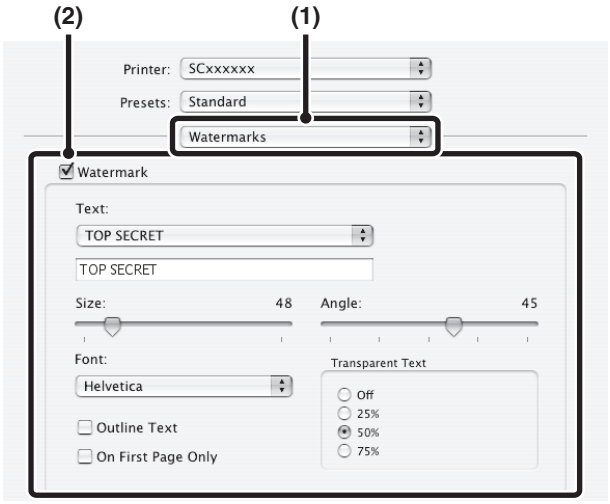
(2) Select the watermark settings.

Select a stored water mark from the pull-down menu. You can click the [Edit] button to edit the font and select other detailed settings.

If you wish to create a new watermark...
Enter text in "Text" and click [Edit] to adjust the text. [Add] can be clicked to store the watermark for convenient reuse in the future. (The size adjustment and angle information will also be stored.)

Macintosh

Mac OS X



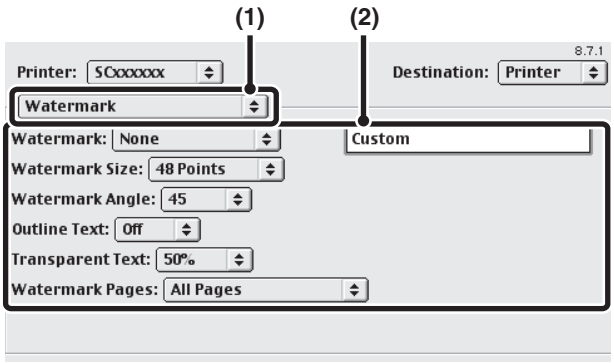
(1) Select [Watermarks].

(2) Click the [Watermark] checkbox and configure watermark settings.

Detailed watermark settings can be configured such as selection of the text and editing of the font. Adjust the size and angle of the text by dragging the slide bar .

In Mac OS X v10.1.5, adjust the watermark settings on the [Watermarks] tab of [Printer Features].

Mac OS 9



(1) Select [Watermark].

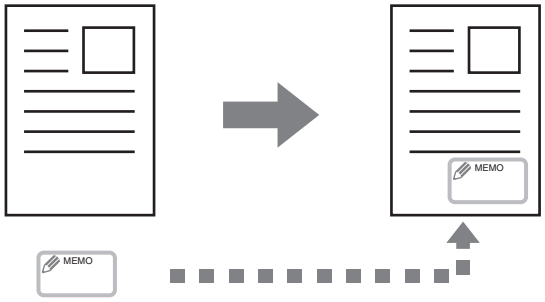
(2) Configure watermark settings.

Detailed watermark settings can be configured such as selection of the text. Select the text from the "Watermark" menu. Select the size and angle of the text from the corresponding menus.

PRINTING AN IMAGE OVER THE PRINT DATA (Image Stamp)

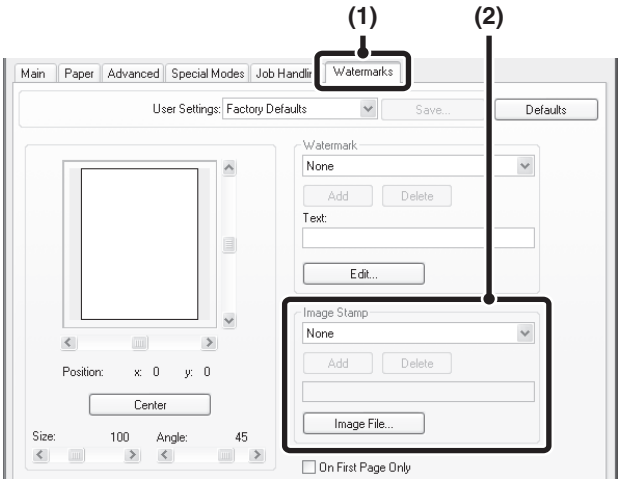
(This function is only available in Windows.)

A bitmap or JPEG image stored on your computer can be printed over the print data. The size, position, and angle of the image can be adjusted. This feature can be used to "stamp" the print data with a frequently used image or an icon of your own creation.



Windows

(This function can be used when the PCL6 or PS printer driver is used.)



(1) Click the [Watermarks] tab.

(2) Select the image stamp setting.

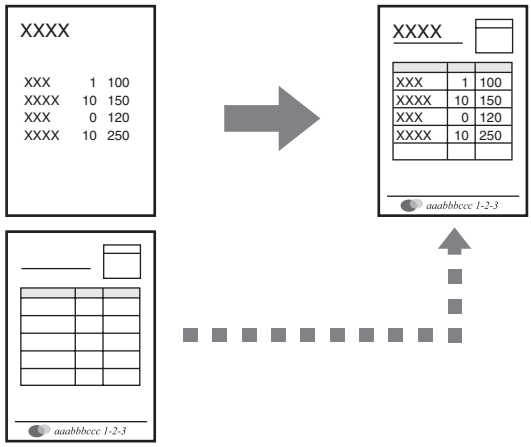
Select a stored image stamp from the pull-down menu.

If you wish to create a new image stamp...
Click [Image File] and specify an image stored on the computer. [Add] can be clicked to store the specified image for convenient reuse in the future. (The size adjustment and angle information will also be stored.)

CREATING OVERLAYS FOR PRINT DATA (Overlays)

(This function is only available in Windows.)

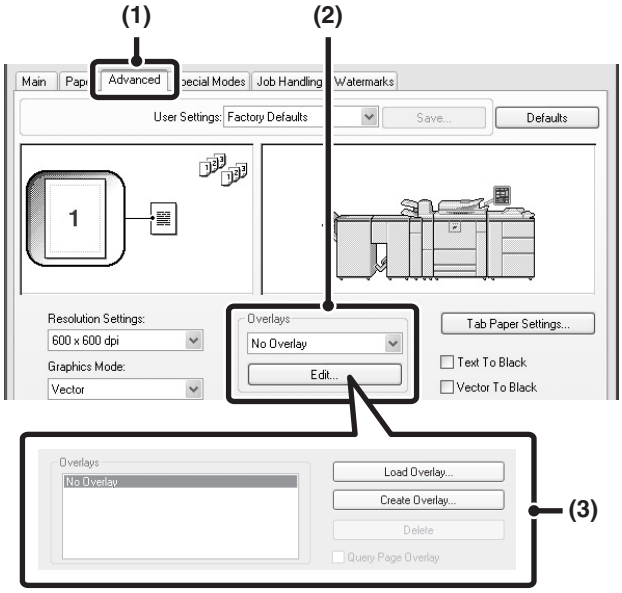
The print data can be printed in a previously created overlay. By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



Overlay file

Windows

Create an overlay file



(1) Click the [Advanced] tab.

Configure the printer driver settings from the software application that you wish to use to create the overlay file.

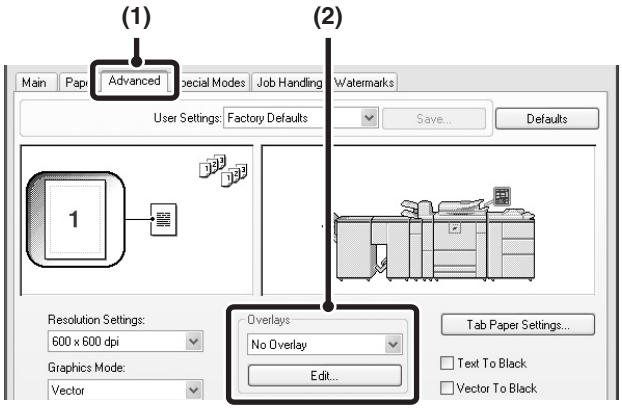
(2) Click the [Edit] button.

(3) Create an overlay file.

Click the [Create Overlay] button and specify the name and folder to be used for the overlay file that you wish to create. The file will be created when the settings are completed and printing is started.

- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- To register a previously existing overlay file, click the [Load Overlay] button.

Printing with an overlay file



(1) Click the [Advanced] tab.

Configure the printer driver settings from the application from which you wish to print using the overlay file.

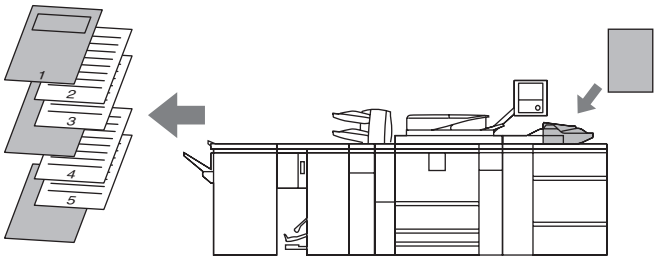
(2) Select the overlay file.

A previously created or stored overlay file can be selected from the pull-down menu.

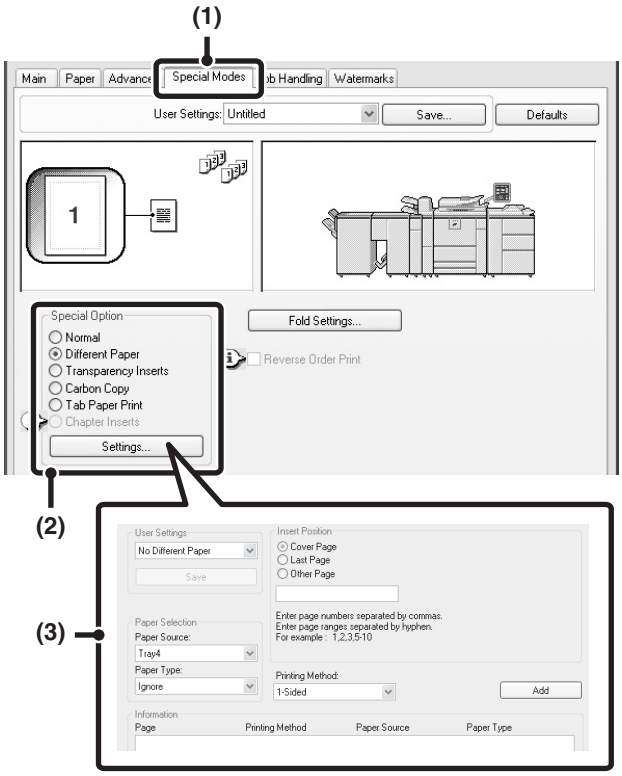
PRINT FUNCTIONS FOR SPECIAL PURPOSES

PRINTING SPECIFIED PAGES ON DIFFERENT PAPER (Different Paper)

- **Using this function in a Windows environment**
 The front and back cover and specified pages of a document can be printed on paper that is different from the other pages. Use this function when you wish to print the front and back cover on heavy paper, or insert colored paper or a different paper type at specified pages. You can also insert paper as an insert without printing on it.
- **Using this function in a Macintosh environment**
 The front cover can be printed using paper that is different from the other pages. This function can be used, for example, when you want to print only the cover on thick paper.



Windows



(1) Click the [Special Modes] tab.

(2) Select [Different Paper] and click the [Settings] button.

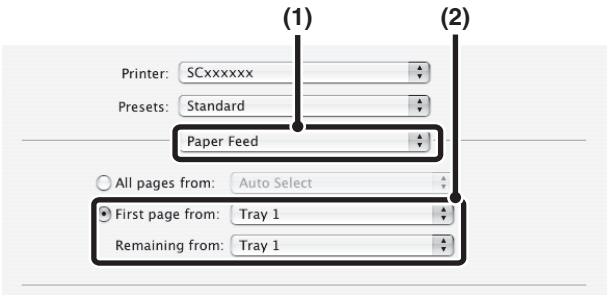
(3) Select paper insertion settings.

Select the insertion position, paper source, and printing method from the corresponding menus. Click the [Add] button to show the selected settings in "Information". When you have completed the settings, click the [Save] button in "User Settings" to save the settings.

- When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type".
- **About paper insertion settings**
 When [Other Page] is selected for "Insert Position", the insert position can be specified by directly entering a page number. However, inserts cannot be successively inserted at the same page. When "Printing Method" is set to [2-Sided], the specified page and the next page after it will be printed on the front and reverse side of the paper, and thus an insert setting at a page printed on the reverse side will not be effective.

Macintosh

Mac OS X

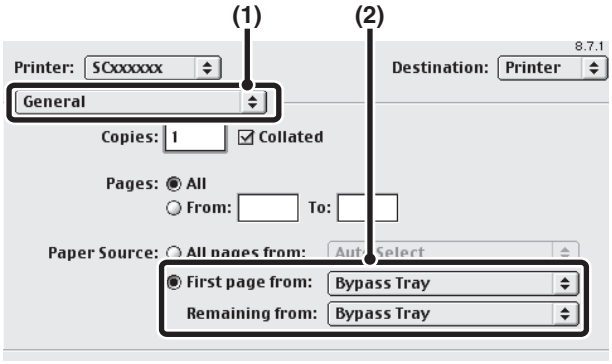


(1) Select [Paper Feed].

(2) Select cover insertion settings.

Select the paper tray or paper type for the first page in "First page from", and then select the paper tray or paper type used for the remaining pages in "Remaining from".

Mac OS 9



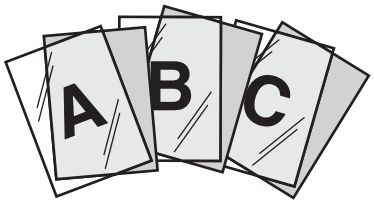
(1) Select [General].

(2) Select cover insertion settings.

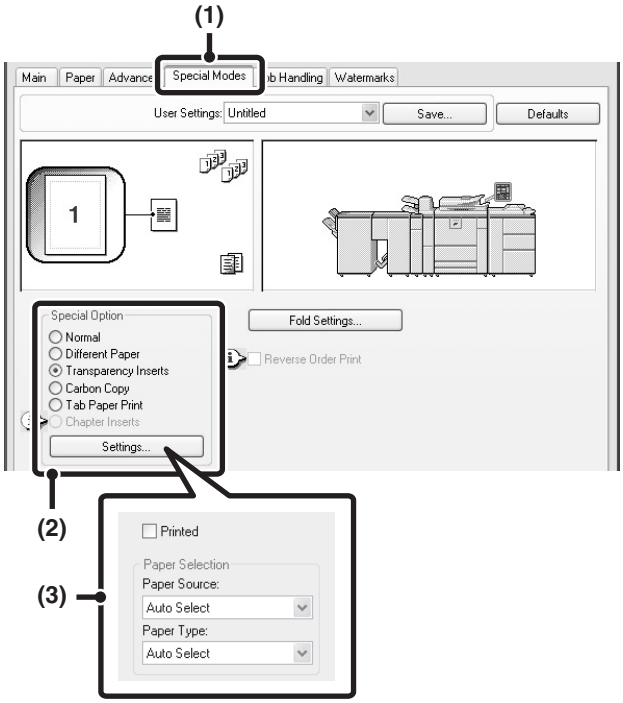
Select the paper tray or paper type for the first page in "First page from", and then select the paper tray or paper type used for the remaining pages in "Remaining from".

ADDING INSERTS WHEN PRINTING ON TRANSPARENCY FILM (Transparency Inserts)

When printing on transparency film, this function helps prevent the sheets of transparency film from sticking together by inserting a sheet of paper between each sheet of film. It is also possible to print the same content on each inserted sheet of paper as is printed on the corresponding sheet of transparency film.



Windows



(1) Click the [Special Modes] tab.

(2) Select [Transparency Inserts] and click the [Settings] button.

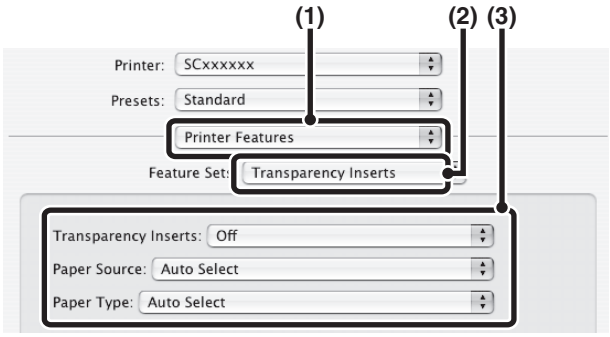
(3) Select transparency insert settings.

To print the same content on the insert as is printed on the sheet of transparency film, select the [Printed] checkbox ☑. Select the paper source and type if needed.

When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type".

Macintosh

Mac OS X



(1) Select [Printer Features].

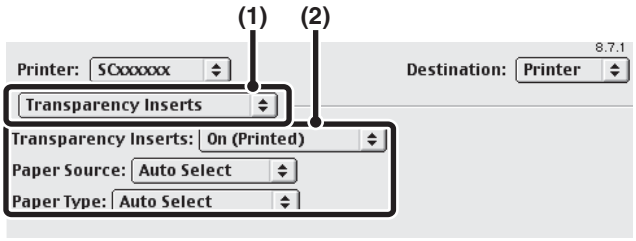
(2) Select [Transparency Inserts].

(3) Select transparency insert settings.

To print the same content on the insert as is printed on the sheet of transparency film, select [Print] in "Transparency Inserts". Select the paper source and type if needed.

- When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type".
- In Mac OS X v10.1.5, select the settings in "Transparency Inserts" on the [Advanced] tab of [Printer Features].
- In Mac OS X v10.2.8, select the [Transparency Inserts] checkbox ☑ in [Advanced].

Mac OS 9



(1) Select [Transparency Inserts].

(2) Select the transparency insert settings.

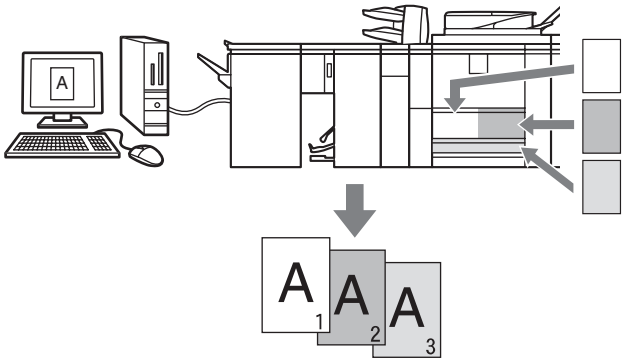
To print the same content on the insert as is printed on the sheet of transparency film, select [On (Printed)] from the "Transparency Inserts" menu. Select the paper source and type if needed.

When [Bypass Tray] is selected in "Paper Source", be sure to select the "Paper Type".

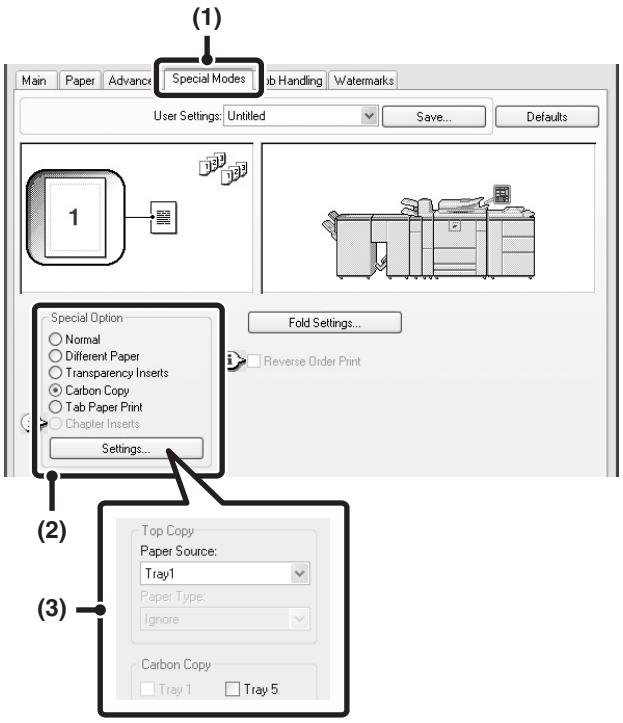
PRINTING A CARBON COPY (Carbon Copy)

(This function is only available in Windows.)

This function is used to print an additional copy of the print image on paper that is the same size but from a different paper tray.
For example, if carbon copy print is selected when standard paper is loaded in tray 1 and colored paper is loaded in tray 2, a print result similar to a carbon copy slip can be obtained with a single selection of the print command. As another example, if standard paper is loaded in tray 1 and recycled paper is loaded in tray 2, Carbon Copy can simultaneously print one copy for presentation and one copy as a duplicate.



Windows



(1) Click the [Special Modes] tab.

(2) Select [Carbon Copy] and click the [Settings] button.

(3) Select the carbon copy settings.

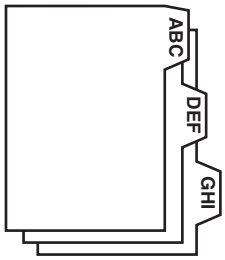
Select the tray for the "Top Copy" and then select the tray for the carbon copy (or copies) in "Carbon Copy".

When the bypass tray is selected, be sure to select the "Paper Type".

PRINTING TEXT ON TABS OF TAB PAPER (Tab Printing)

(This function is only available in Windows.)

This function is used to print text on the tabs of tab paper.

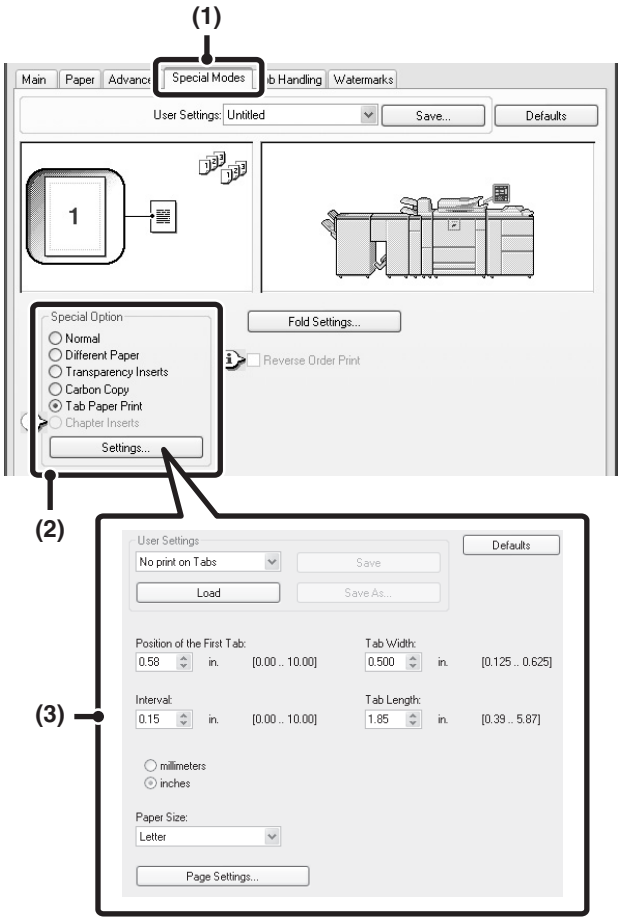


Printing tab text created in the printer driver (PCL6 only)
Text to be printed on tabs can be entered in [Tab Paper Print] on the [Special Modes] tab of the printer driver properties window, and detailed settings can be configured such as the size of the tabs, the starting position, the distance between tabs, and the page numbers where tab sheets will be inserted.

Printing tab text created in a software application
Text to be printed on tabs can be created in a software application, and then [Tab Paper Settings] on the [Advanced] tab of the printer driver properties window can be used to specify how far the text needs to be shifted for tab printing.

Windows

Printing tab text created in the printer driver (PCL6 only)



(1) Click the [Special Modes] tab.

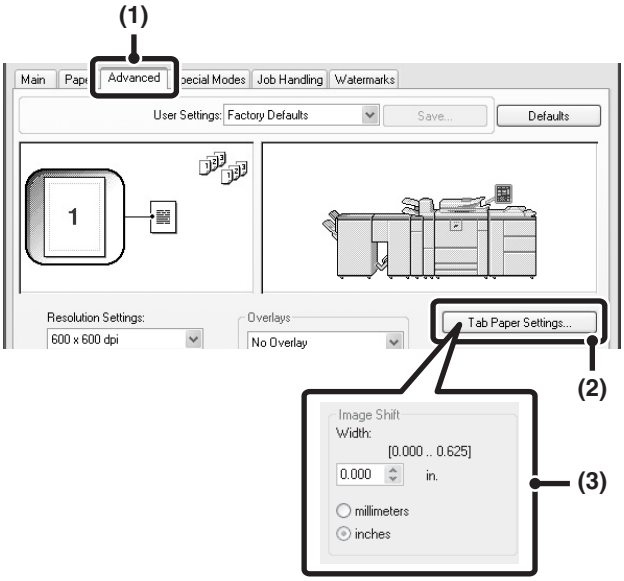
(2) Select [Tab Paper Print] and click the [Settings] button.

(3) Select the tab paper settings.

The position of the first tab, the distance between tabs, and the horizontal and vertical dimensions of the tab can be directly entered or changed using the button. In addition, the size of the tab paper can be selected in "Paper Size". To enter text to be printed on tab paper or specify the page numbers where tab sheets will be inserted, click the [Page Settings] button.

The tab paper settings can be stored and a stored file opened in "User Settings".

Printing tab text created in a software application



(1) Click the [Advanced] tab.

(2) Click the [Tab Paper Settings] button.

(3) Select the tab paper settings.

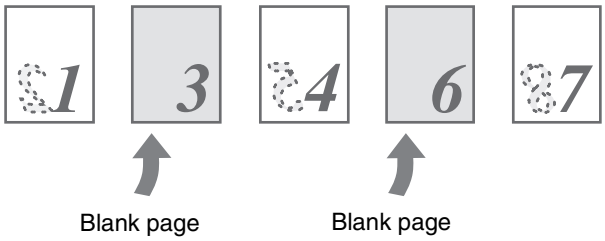
To shift the image, directly enter a number or click the button.

TWO-SIDED PRINTING WITH SPECIFIC PAGES PRINTED ON THE FRONT SIDE (Chapter Inserts Printing)

(This function is only available in Windows.)

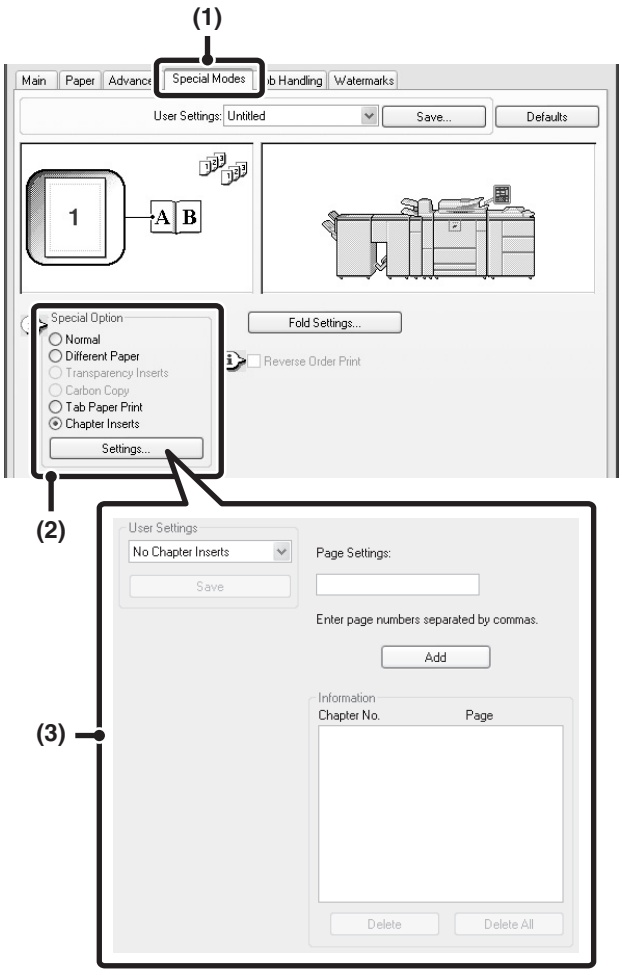
When performing two-sided printing, you can keep specific pages from being printed on the reverse side of the paper and have them printed on the front side of the next page.
By printing printed matter consisting of chapters with the first page of each chapter on the front side, a fixed design can be added to each chapter.

Example:
When pages 4 and 7 are specified as page settings.



Windows

(This function can be used when the PCL6 printer driver is used.)



(1) Click the [Special Modes] tab.

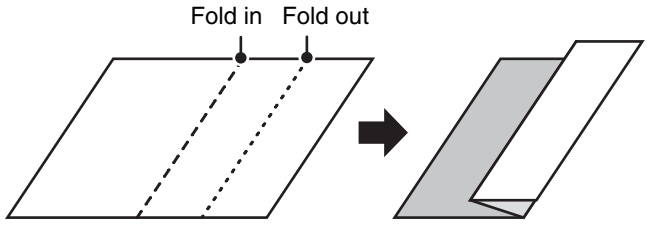
(2) Select [Chapter Inserts] and click the [Settings] button.

(3) Select the chapter settings.

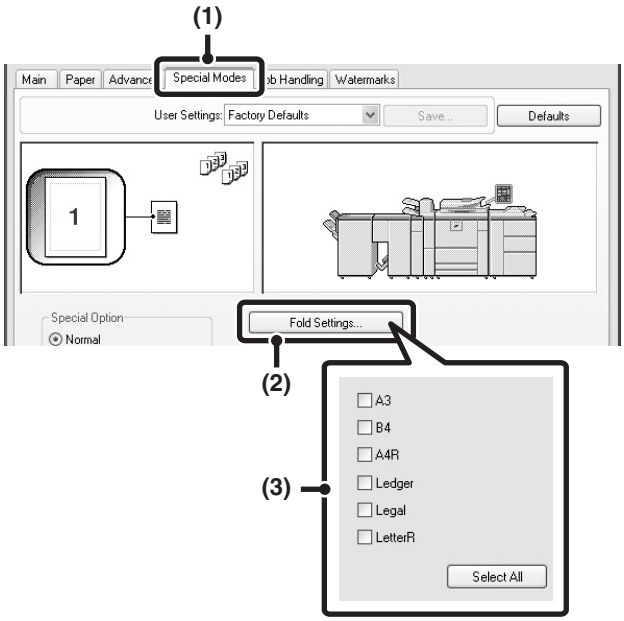
Enter the page numbers that are to begin chapters in "Page Settings". Click the [Add] button and your settings will appear in "Information". When you have finished selecting settings, click the [Save] button in "User Settings" to save the settings.

FOLDING SPECIFIED PAPER IN HALF BEFORE PRINTING (Paper Fold Print)

When a folding unit is installed, the paper can be folded in half so that the printed output is half the paper size. As an example, when the print data consists of mixed letter (A4) and ledger (A3) sizes, ledger (A3) size can be folded into letter (A4) size so that the actual width of all pages of the printed output is letter (A4) width. The folded paper can also be stapled (excluding sizes A4R, Legal, and LetterR).



Windows



(1) Click the [Special Modes] tab.

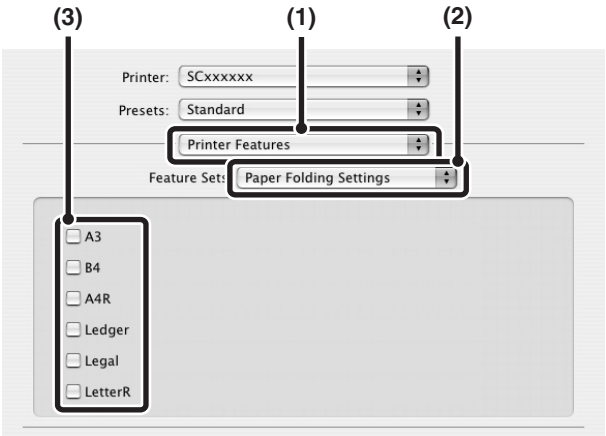
(2) Click the [Fold Settings] button.

(3) Select the paper folding settings.

Select the checkbox ☑ of the paper size to be folded. You can also click the [Select All] button to select all paper sizes.

Macintosh

Mac OS X



(1) Select [Printer Features].

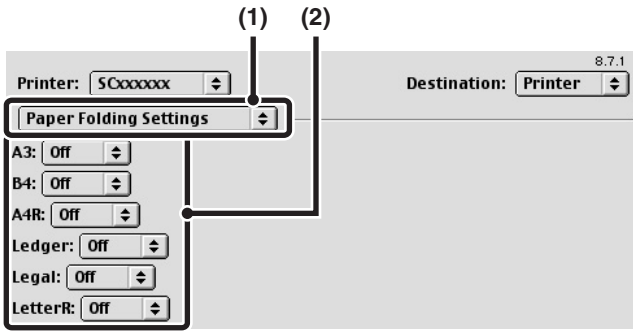
(2) Select [Paper Folding Settings].

(3) Select the paper folding settings.

Select the checkbox ☑ of the paper size to be folded.

In Mac OS X v10.1.5, select the settings in "Paper Folding Settings" on the [Advanced] tab of [Printer Features].

Mac OS 9



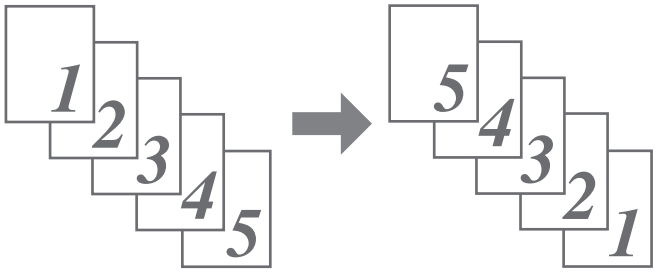
(1) Select [Paper Folding Settings].

(2) Select the paper folding settings.

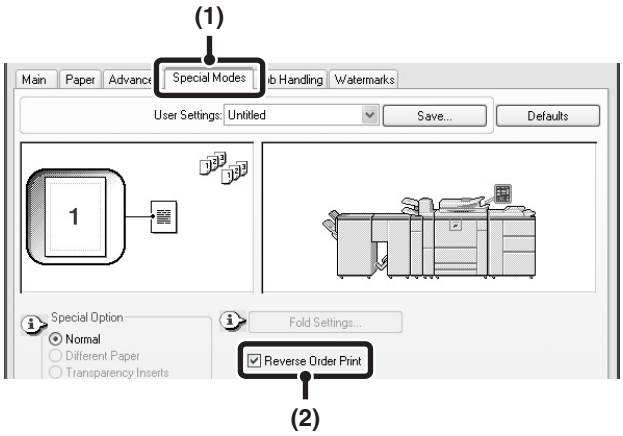
Select [On] from the menu of the paper size to be folded.

PRINTING THE PAGES IN REVERSE ORDER (Reverse Order Print)

When normal printing is used, the pages are output face down in order from the first page so that the output is in the same order as the original document. When reverse print is used, the pages are output face up in order from the first page so that the output is in reverse order.



Windows

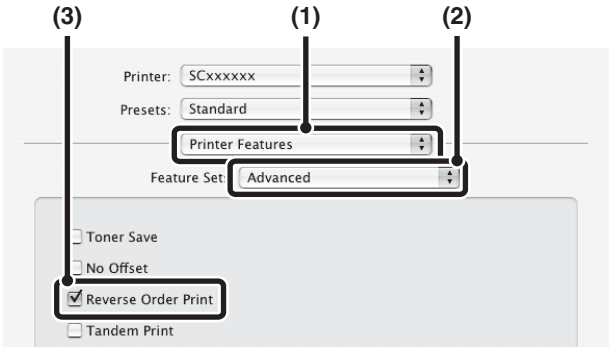


(1) Click the [Special Modes] tab.

(2) Click the [Reverse Order Print] checkbox so that it is selected ☑.

Macintosh

Mac OS X

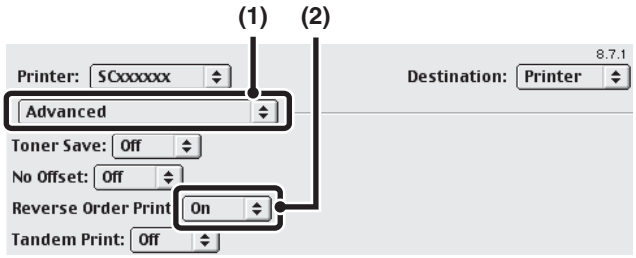


(1) Select [Printer Features].

(2) Select [Advanced].

(3) Click the [Reverse Order Print] checkbox to select it ☑.

Mac OS 9



(1) Select [Advanced].

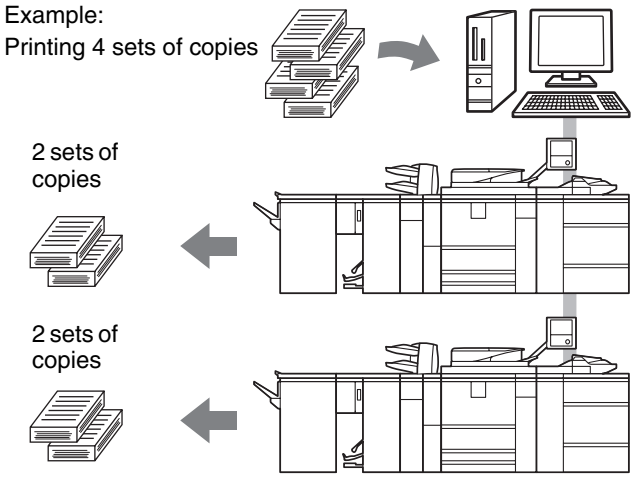
(2) Select [On] from the "Reverse Order Print" menu.

CONVENIENT PRINTER FUNCTIONS

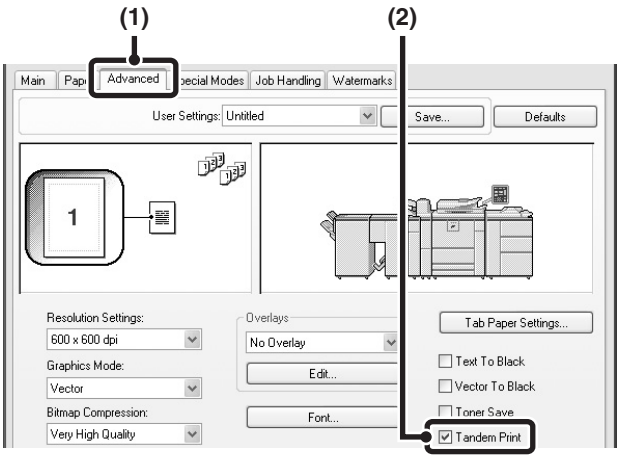
USING TWO MACHINES TO PRINT A LARGE PRINT JOB (Tandem Print)

Two machines are required to use this function. Tandem Print allows you to divide a large print job between two machines connected to your network. The machines simultaneously print each half of the job, making it possible to shorten the printing time when printing a large number of sets.

System Settings (Administrator):
Tandem Connection Setting
Use this to set the IP address and port number of the slave machine to be used for tandem printing.



Windows



(1) Click the [Advanced] tab.

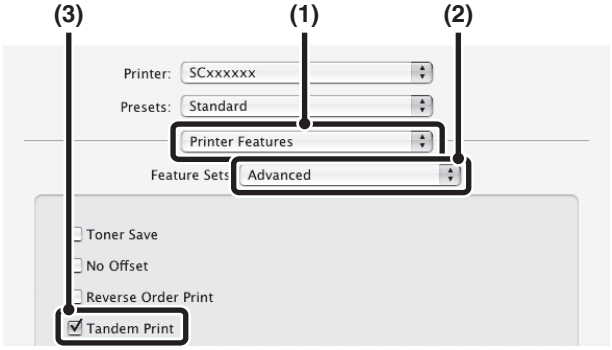
(2) Select the [Tandem Print] checkbox ☑.

The tandem print function does not support SSL (encrypted communication) between the master machine and slave machine.

Macintosh

Mac OS X

(This function cannot be used in Mac OS X v10.1.5.)



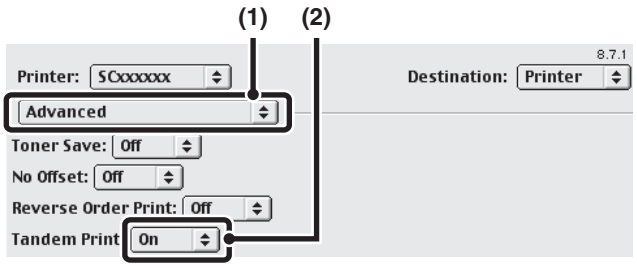
(1) Select [Printer Features].

(2) Select [Advanced].

(3) Select the [Tandem Print] checkbox ☑.

The tandem print function does not support SSL (encrypted communication) between the master machine and slave machine.

Mac OS 9



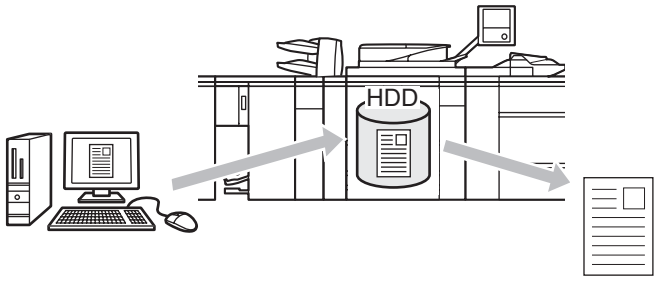
(1) Select [Advanced].

(2) Select [On] from the "Tandem Print" menu.

The tandem print function does not support SSL (encrypted communication) between the master machine and slave machine.

SAVING AND USING PRINT FILES (Retention/Document Filing)

This function is used to store a print job as a file on the machine's hard drive, allowing the job to be printed from the operation panel when needed. The location for storing a file can be selected to prevent the file from being mixed together with files of other users.
When printing from a computer, a password (5 to 8 digits) can be set to maintain the secrecy of information in a stored file.
When a password is set, the password must be entered to print a stored file from the machine.



Retention Settings

Hold Only	The print job is stored on the machine's hard drive without being printed.
Hold After Print	The print job is printed and stored on the hard drive.
Sample Print	When printing multiple copies of a print job, this setting is used to initially print only one set. After you check the first set, you can print the remaining sets from the operation panel of the machine. This prevents the occurrence of a large number of misprints.

Document Filing Settings

Quick File	This setting is used to store a print job in the "Quick File Folder" of the machine.
Main Folder	This setting is used to store a print job in the "Main Folder" of the machine.
Custom Folder	This setting is used to store a print job in a folder created using the system settings of the machine.

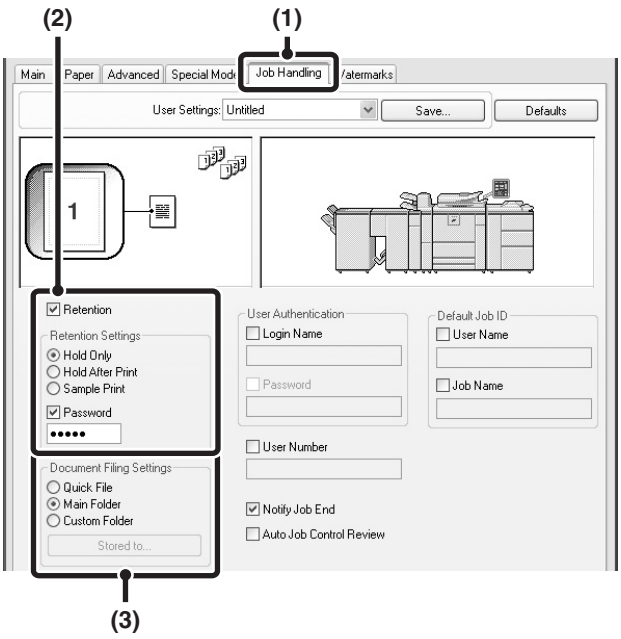
To print files stored on the machine's hard drive, see the Document Filing Guide.

User Name and Job Name

When a "User Name" and "Job Name" are entered in the printer driver, the entered names appear in the machine's touch panel as the user name and job name. When document filing settings are configured, the entered "User Name" and "Job Name" are used as the "User Name" and "File Name" for document filing. For this reason, when you wish to print a file stored in the machine, use the "User Name" or "Job Name (File Name)" that was entered in the printer driver to specify the file.

- When entering the "User Name" to store a file using document filing, it is convenient to enter the user name that is stored in "User Registration" in the system settings (administrator), as this will enable you to simultaneously specify files of the same user name when searching for files or performing batch printing.
- If you store a file without entering a "Job Name", a file name in the following format will be automatically assigned.
 File Name: Print_Month-Day-Year_Hour-Minute-Second
 (Example: Print_04042010_102030AM)
- After a file is stored in the machine with a "Job Name (File Name)" that was set using the printer driver, the name can be changed using the information function of the file operation screen.

Windows



(1) Click the [Job Handling] tab.

(2) Select the retention setting.

Click the [Retention] checkbox ☑. Select the retention method in "Retention Settings". To enter a password (5 to 8 digit number), click the [Password] checkbox ☑.

(3) Select document filing settings.

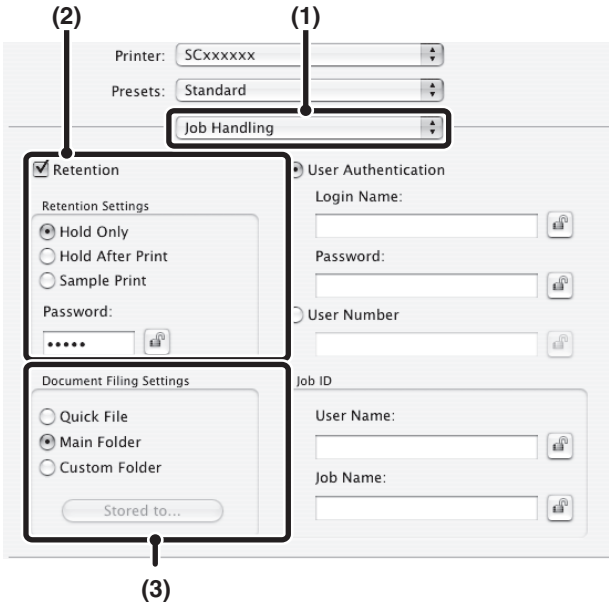
Select the folder for storing the file in "Document Filing Settings". If you selected [Custom Folder], click the [Stored to] button to select the folder.

- When [Quick File] is selected, "Retention Settings" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Retention Settings" is cleared and cannot be used.
- To store a file in a custom folder, the custom folder must first be created using "Document Filing Control" in the system settings. If a password has been established for a custom folder, enter the "Folder Password" in the folder selection screen. If a password is not set, the file is stored in the "Main Folder".

Macintosh

Mac OS X

(This function cannot be used in Mac OS X v10.1.5.)



(1) Select [Job Handling].

(2) Select the retention setting.

Click the [Retention] checkbox . Select the retention method in "Retention Settings". To simplify operation the next time the same password is set, click the (lock) button after entering the password (5 to 8 digit number).

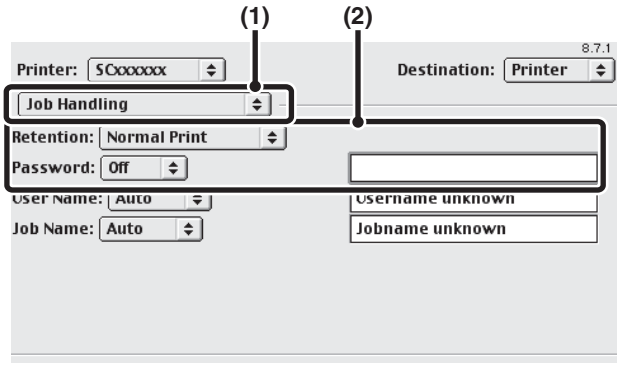
(3) Select document filing settings.

Select the folder for storing the file in "Document Filing Settings". If you selected [Custom Folder], click the [Stored to] button to select the folder.

- When [Quick File] is selected, "Retention Settings" will be set to [Hold After Print].
- When [Quick File] is selected, the password entered in "Retention Settings" is cleared and cannot be used.
- To store a file in a custom folder, the custom folder must first be created using "Document Filing Control" in the system settings. If a password has been established for a custom folder, enter the "Folder Password" in the folder selection screen. If a password is not set, the file is stored in the "Main Folder".

Mac OS 9

(The document filing function cannot be used.)



(1) Select [Job Handling].

(2) Select the retention setting.

Select the retention method from the "Retention" menu. If needed, enter a password (5 to 8 digit number).

In Mac OS 9, there are no document filing settings, and thus the folder for storing a file cannot be specified. Files that are stored by enabling "Retention" are all stored in the "Main Folder" of the machine.

5 PERFORMING PRINTING AT THE MACHINE

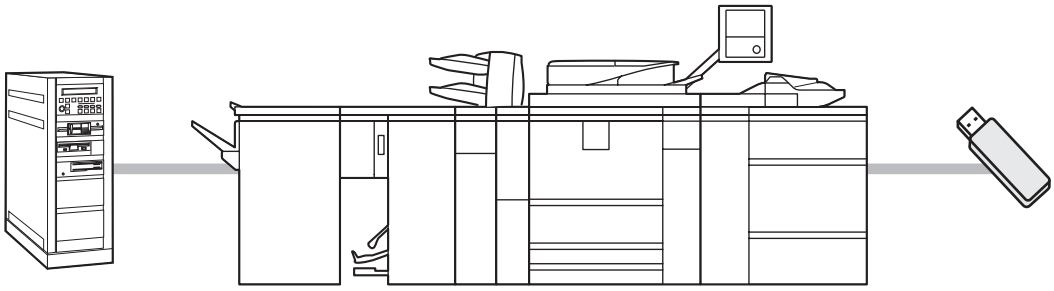
When you do not have the printer driver installed on your computer, or when the software application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.
The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PDF/ Encrypted PDF	PS
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl	pdf	ps

- To print PDF and PS files, the PS3 expansion kit must be installed.
- Depending on the file type, it may not be possible to print some files in the above table.

DIRECTLY PRINTING FROM THE MACHINE

A file on an FTP server or in a USB memory device connected to the machine can be selected and printed from the operation panel of the machine without using the printer driver.

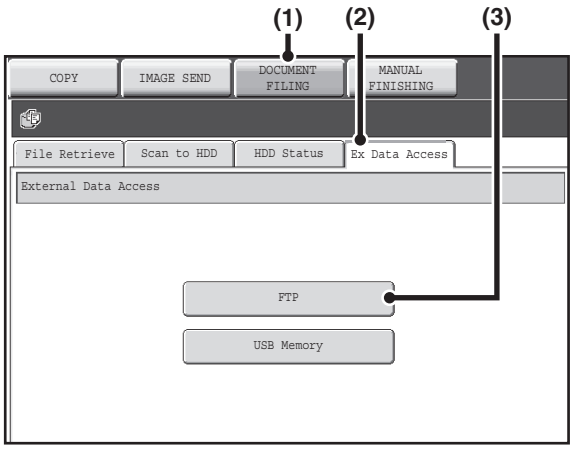


DIRECTLY PRINTING A FILE ON AN FTP SERVER

When an FTP server is configured in the machine's Web pages, you can specify and print a file on the FTP server from the operation panel of the machine. This saves you the trouble of downloading the file and printing it from a computer.

To configure FTP server settings, click [Application Settings] and then [FTP Print Settings] in the Web page menu, and configure the settings in "FTP Print Settings from Operation Panel". (Administrator rights are required.)

1



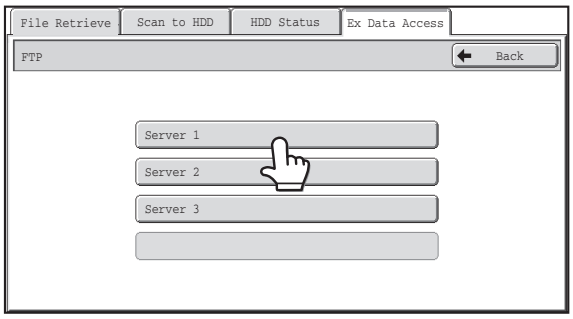
Access the FTP server.

(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Ex Data Access] tab.

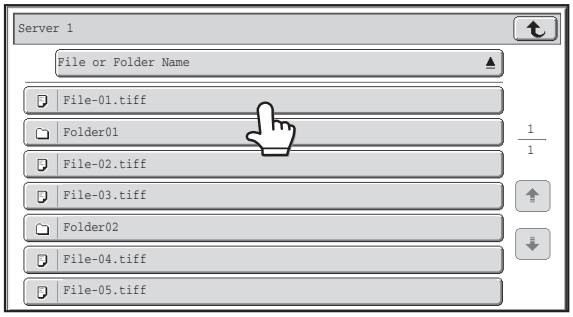
(3) Touch the [FTP] key.

2



Touch the key of the FTP server that you wish to access.

3

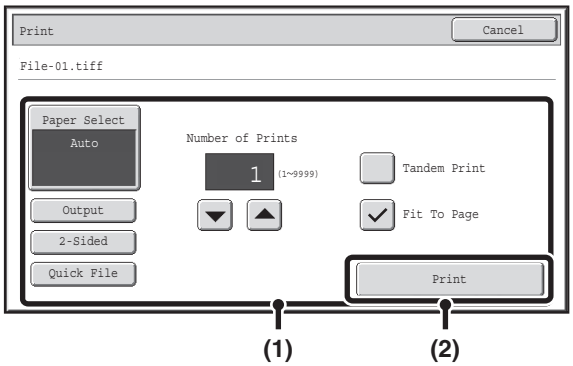


Touch the key of the file that you wish to print.

- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders on the FTP server. To display the files and folders in a folder, touch the key of the folder.

- A total of 100 keys of files and folders can be displayed.
- Touch the key to move up one folder level.
- When you move down a folder level by touching a folder key, the key appears in the top right corner of the screen. Touch this key to return to the root folder (the top folder level of the selected FTP server).
- Touch the [File or Folder Name] key (or the [File Name] key) to change the order of the files and folders displayed on the screen. The order switches between ascending order and descending order each time you touch the key.

4



Print the selected file.

(1) Select print conditions.

- For details on the settings, see "PRINT SETTINGS SCREEN" (page 65).
- If you selected a file (PCL or PS) in step 3 that includes print settings, the settings will be applied.

(2) Touch the [Print] key.

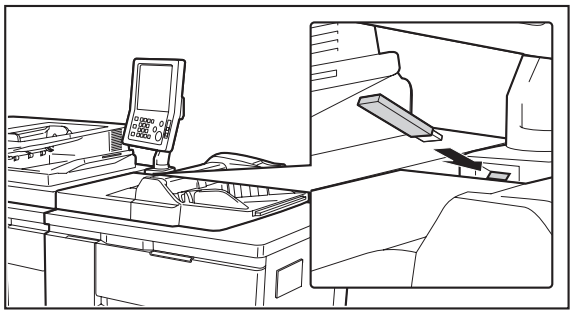
Printing begins. When the message "Job stored. ..." appears in the touch panel, touch the [OK] key.

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.
☞ PRINTING AN ENCRYPTED PDF FILE (page 68)

DIRECTLY PRINTING A FILE IN USB MEMORY

A file in a USB memory device connected to the machine can be printed from the operation panel of the machine without using the printer driver. When the printer driver of the machine is not installed on your computer, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.

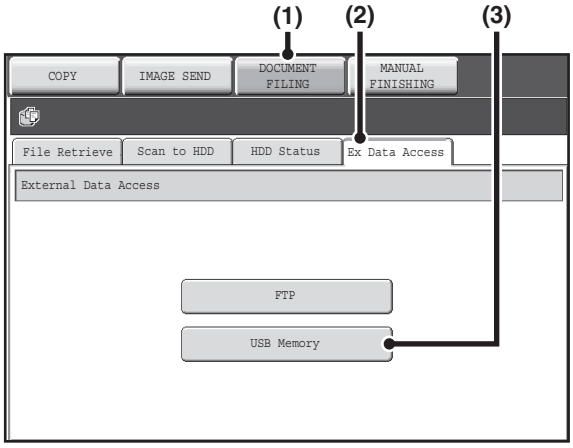
1



Connect the USB memory device to the machine.

Consult your dealer for USB memory devices that can be used.

2



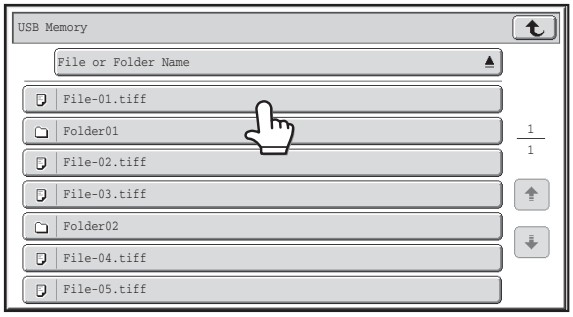
Access the USB memory device.

(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Ex Data Access] tab.

(3) Touch the [USB Memory] key.

3

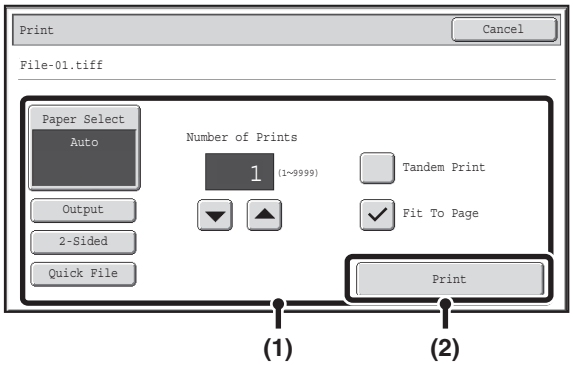


Touch the key of the file that you wish to print.

- The icon appears to the left of keys of files that can be printed.
- The icon is displayed to the left of keys of folders in the USB memory. To display the files and folders in a folder, touch the key of the folder.

- A total of 100 keys of files and folders can be displayed.
- Touch the key to move up one folder level.
- When you move down a folder level by touching a folder key, the key appears in the top right corner of the screen. Touch this key to return to the root folder (the top folder level of the selected USB memory).
- Touch the [File or Folder Name] key (or the [File Name] key) to change the order of the files and folders displayed on the screen. The order switches between ascending order and descending order each time you touch the key.

4



Print the selected file.

(1) Select print conditions.

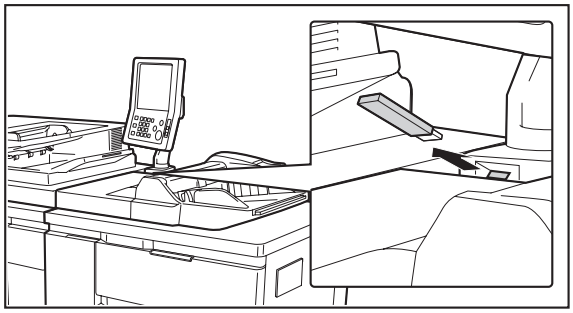
- For details on the settings, see "PRINT SETTINGS SCREEN" (page 65).
- If you selected a file (PCL or PS) in step 3 that includes print settings, the settings will be applied.

(2) Touch the [Print] key.

Printing begins after the selected file is transferred. When the message "Job stored. ..." appears in the touch panel, touch the [OK] key.

To cancel printing...
To cancel printing while the file is being transferred, touch the [Cancel] key in the message screen that appears in the touch panel.

5

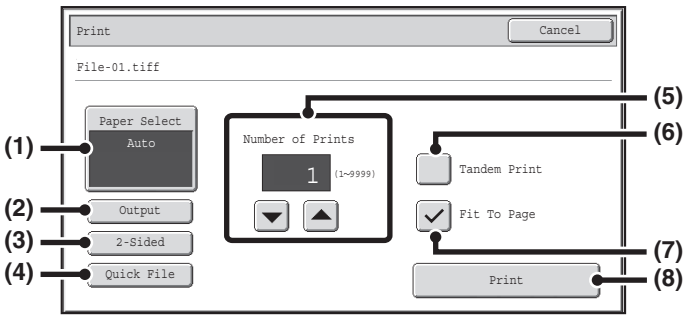


Remove the USB memory device from the machine.

When you select a PDF file that has a password, you must enter the password in the job status screen to begin printing.
☞ PRINTING AN ENCRYPTED PDF FILE (page 68)

PRINT SETTINGS SCREEN

The print settings screen for printing a file on an FTP server or a file in USB memory connected to the machine is explained below.



(1) [Paper Select] key

This sets the paper size.

(2) [Output] key

Use this to select output settings such as staple, punch, and paper folding, and to select the output tray.
For the staple function and the punch function, see "STAPLING OUTPUT/PUNCHING HOLES IN OUTPUT" (page 32).
For the paper folding function, see "FOLDING SPECIFIED PAPER IN HALF BEFORE PRINTING (Paper Fold Print)" (page 54).

(3) [2-Sided] key

Select this to print on both sides of the paper. The orientation of the image on the reverse side of the paper can be changed by selecting [2-Sided Booklet] or [2-Sided Tablet].
For two-sided printing, see "TWO-SIDED PRINTING" (page 27).

(4) [Quick File] key

This stores a job as a file in the machine's "Quick File Folder" using the document filing function.

(5) keys

Use these to set the number of prints.

(6) [Tandem Print] checkbox

Use this to perform tandem printing.
For the tandem print function, see "USING TWO MACHINES TO PRINT A LARGE PRINT JOB (Tandem Print)" (page 57).

(7) [Fit To Page] checkbox

If you do not wish to use the Fit To Page function, make sure this checkbox is not selected ☐. When printing a file that includes print conditions (PCL or PS), this key cannot be selected.
For the Fit To Page function, see "FITTING THE PRINT IMAGE TO THE PAPER" (page 29).

(8) [Print] key

Touch this to begin printing.

DIRECTLY PRINTING FROM A COMPUTER

Settings can be configured in the Web pages of the machine to enable direct printing from a computer without using the printer driver.

SUBMIT PRINT JOB

You can specify a file to be printed directly without using the printer driver.
In addition to a file on your computer, this procedure can be used to print any file that can be accessed from your computer, such as a file on another computer connected to the same network.
To directly print a file on a computer, click [Document Operations] and then [Submit Print Job] in the Web page menu.

FTP PRINT

You can print a file from your computer by simply dragging and dropping the file onto the FTP server of the machine.

- **Configuring settings**
 To enable FTP Print, click [Application Settings] and then [FTP Print Settings] in the Web page menu, enable FTP Print in "FTP Print Settings from Client PC", and configure the port number. (Administrator rights are required.)

- **Performing FTP Print**
 Type "ftp://" and then the IP address of the machine in the address bar of your computer's Web browser as shown below.
 (Example)
 ftp://192.168.1.28

Drag and drop the file that you wish to print onto the "lp" folder that appears in your Web browser. The file will automatically begin printing.



- If you printed a file (PCL or PS) that includes print settings, the settings will be applied.
- When user authentication is enabled in the system settings (administrator) of the machine, the print function may be restricted. For more information, see "User Control" in the Administrator's Guide.

E-MAIL PRINT

An e-mail account can be configured in the machine to have the machine periodically check your mail server and automatically print received e-mail attachments without using the printer driver.

- **Configuring settings**
 To use E-mail Print, you must first configure an e-mail account in the machine. To configure an account, click [Application Settings] and then [E-mail Print Settings] in the Web page menu. (Administrator rights are required.)

- **Using E-mail Print**
 To print a file using E-mail Print, use your e-mail program on your computer to send the file as an attachment to the machine's e-mail address.

 Control commands can be entered in the message of the e-mail to specify the number of prints and print format. Commands are entered in the format "command name = value".
 As an example, the control commands include the following:

Function	Command name	Values
Copies	COPIES	1-9999
Staples*1	STAPLEOPTION	NONE, ONE, TWO, ONEANGLED, SADDLE
Punch*2	PUNCH	OFF, ON
Punch number*2	PUNCH-NUMBER	TWO, THREE, NONE
Output	COLLATE	OFF, ON
2-sided print	DUPLEX	OFF, TOP, LEFT, RIGHT
Account number*3	ACCOUNTNUMBER	Number (5 to 8 digits)
File type	LANGUAGE	PCL, PCLXL, POSTSCRIPT, PDF, TIFF, JPG
Paper	PAPER	Name of available paper (LETTER, A4, etc.)
Document Filing	FILE	OFF, ON
	FOLDERNAME	30 characters
Quick File	QUICKFILE	OFF, ON
Output tray*1	OUTPUTTRAY	TOPTRAY, OFFSETTRAY
Fit to page	FITIMAGETOPAGE	OFF, ON
Tandem print	TANDEM	OFF, ON
Paper fold*4	FOLD	Names of paper that can be folded (LEDGER, A3, etc.)

Example

```
COPIES=2
DUPLEX=LEFT
ACCOUNTNUMBER=11111
PAPER=LETTER
QUICKFILE=ON
```

*1 Only effective when a finisher or saddle stitch finisher is installed.
*2 Only effective when a punch module is installed on a finisher or saddle stitch finisher.
*3 Can be omitted except when authentication is by user number.
*4 Only effective when a folding unit is installed.

- Enter the commands in Plain Text format. If entered in Rich Text format (HTML), the commands will have no effect.
- To receive a list of the control commands, enter the command "Config" in the e-mail message.
- If nothing is entered in the body text (message) of the e-mail, printing will take place according to the "Printer Default Settings" in the system settings. For information on the settings, see "PRINTER DEFAULT SETTINGS" (page 74). If you printed a file (PCL or PS) that includes print settings, the settings will be applied.
- To print PDF and PS files, the PS3 expansion kit must be installed.
- Only enter a "File type" when you are specifying a page-description language. Normally there is no need to enter a file type.

PRINTING AN ENCRYPTED PDF FILE

Encrypted PDF is used to protect a PDF file by requiring the entry of a password to print or edit the file. To directly print an encrypted PDF file on an FTP server or in a USB memory device connected to the machine, follow the steps below to enter the password and begin printing.

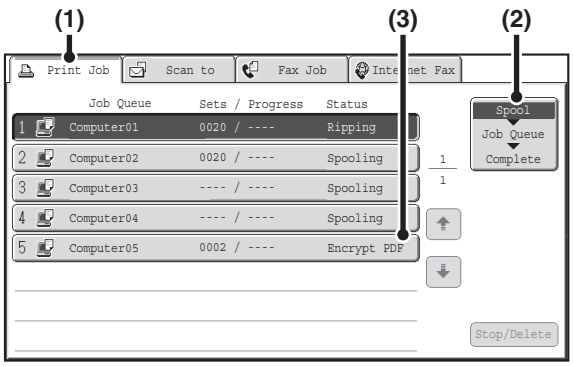
The PS3 expansion kit is required to use this function.

1



Press the [JOB STATUS] key.

2



Select the encrypted PDF print job.

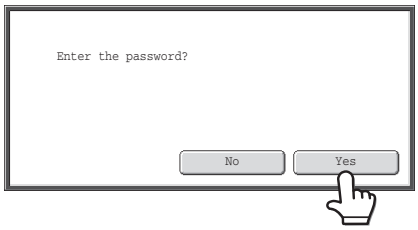
(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Spool].

Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the print job key of the PDF file that has the password.

3



Touch the [Yes] key.

A text entry screen appears. Enter the password (32 characters or less) and touch the [OK] key. The print job is released and moved to the [Job Queue].

When both a master password and a user password (which is used to open the file) have been set, enter the master password.

- To print an encrypted PDF file using the printer driver, enter the password when opening the file on your computer.
- Printing is not possible if you do not know the password for an encrypted PDF file. To delete a spooled print job, touch the [No] key in the screen of step 3 and touch the [Stop/Delete] key.
- Encrypted PDF versions that can be directly printed are 1.5 (Adobe® Acrobat® 6.0) and earlier.

GIVING A PRINT JOB PRIORITY/CANCELING A PRINT JOB

GIVING A PRINT JOB PRIORITY

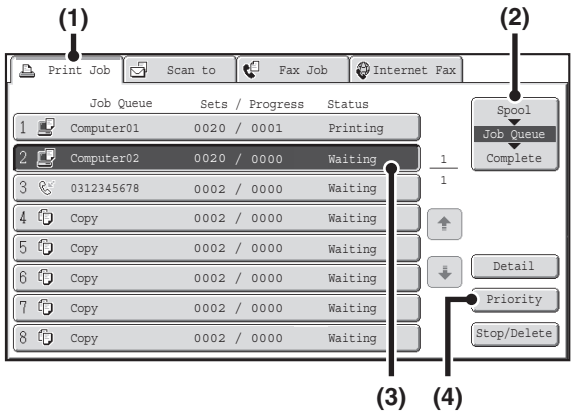
When the machine is busy copying or printing a received fax or other job, you can give priority to a print job that is waiting to be printed and print it ahead of the other jobs.

1



Press the [JOB STATUS] key.

2



Give the desired job priority.

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Job Queue].

Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the key of the print job to which you want to give priority.

(4) Touch the [Priority] key.

The job being printed stops and the job selected in (3) is printed.

To check print information on the selected job, touch the [Detail] key.

CANCELING A PRINT JOB

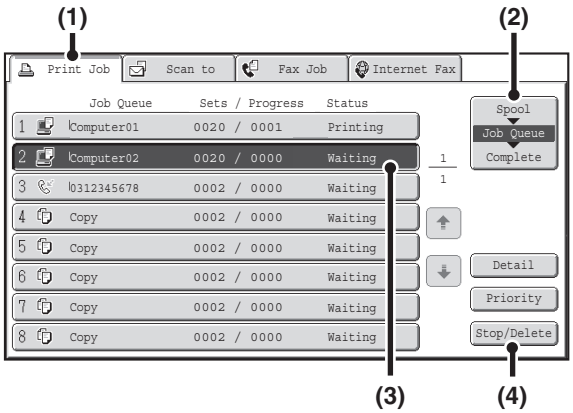
A job being printed, a job waiting to be printed, or a spooled job can be canceled.

1



Press the [JOB STATUS] key.

2



Cancel the job.

(1) Touch the [Print Job] tab.

(2) Change the print job status mode to [Spool] or [Job Queue].

Touch this key to change modes. The selected mode will be highlighted.

(3) Touch the key of the print job that you wish to cancel.

(4) Touch the [Stop/Delete] key.

(5) A message appears to confirm the cancelation. Touch the [Yes] key.

The selected job key is deleted and printing is canceled.

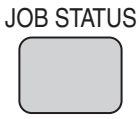
It is also possible to cancel printing with the [STOP] key () on the operation panel. When the [STOP] key () is pressed, a message will appear asking you if you want to cancel the job.

If you do not want to cancel the selected print job...
Touch the [No] key in step (5).

CHANGING TO ANOTHER PAPER SIZE AND PRINTING WHEN PAPER RUNS OUT

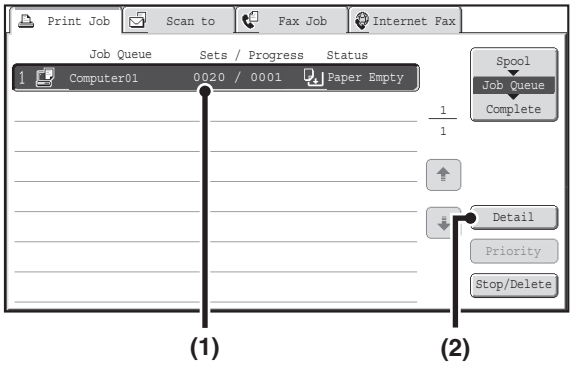
If printing stops because the machine ran out of paper, or if the size of paper specified in the printer driver is not loaded in the machine, a message will appear in the touch panel. Printing will begin automatically when the [OK] key is touched and paper is loaded in the machine. If you wish to print on paper in another tray because the desired size of paper is not immediately available, follow the steps below.

1



Press the [JOB STATUS] key.

2

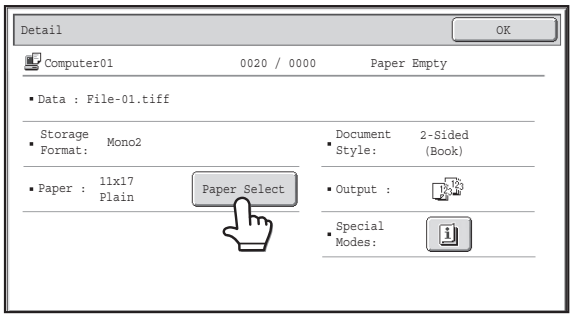


Display details on the print job for which there is no paper.

(1) Touch the key of the job for which "Paper Empty" appeared.

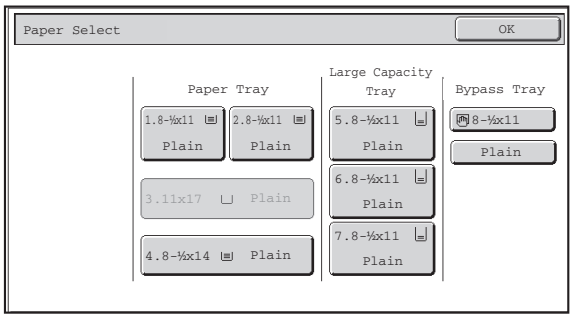
(2) Touch the [Detail] key.

3



Touch the [Paper Select] key.

4



Touch the key of the tray that has the paper you wish to use.

Printing begins.

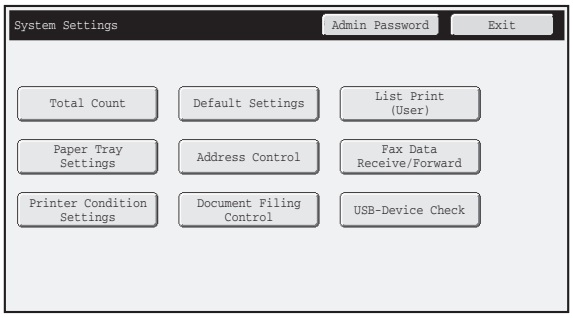
If you changed to a different paper size, printing may not take place correctly; for example part of the text or image may run off the paper.

6 SYSTEM SETTINGS

This chapter explains the system settings for the printer function that can be configured by general users.
For information on configuring the system settings, see the User's Guide. For system settings that require administrator rights, see the Administrator's Guide.

ACCESSING THE SYSTEM SETTINGS

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.
When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel.



Touch the item in this screen that you wish to configure. For the procedure for configuring each setting, see the explanation of the setting. The following settings are explained:

• PRINTER CONDITION SETTINGS (page 74)

- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For the procedure to follow when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.
- **Web pages**
 The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

SYSTEM SETTINGS LIST

When the system settings are accessed with general rights, the following items appear.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Printer Condition Settings

Item	Factory default setting	Page
■ PRINTER CONDITION SETTINGS		74
● PRINTER DEFAULT SETTINGS		74
▶ Copies	1	
▶ Orientation	Portrait	
▶ Default Paper Size	8-1/2" x 11"	
▶ Default Output Tray	Varies depending on the machine configuration	
▶ Default Paper Type	Plain Paper	
▶ Line Thickness	5	
▶ 2-Sided Print	1-Sided	
▶ N-Up Print	1-Up	
▶ Fit To Page	Enabled	
▶ Output		
◆ Print per Unit	Disabled	
◆ Staple Position*1	Off	
◆ Punch*2	Disabled	
◆ Fold Size Setting*3	All Invalid	
▶ Quick File	Disabled	
● PCL SETTINGS		75
▶ PCL Symbol Set Setting	PC-8	
▶ PCL Font Setting	Internal Font, Courier	
▶ PCL Line Feed Code	0.CR=CR:LF=LF:FF=FF	
▶ Wide A4	Disabled	
● POSTSCRIPT SETTING*4		75
▶ Print PS Errors	Disabled	

*1 When a finisher or saddle stitch finisher is installed.
*2 When a punch module is installed.
*3 When a folding unit is installed.
*4 When the PS3 expansion kit is installed.

PRINTER CONDITION SETTINGS

The Printer Condition Settings are used to configure basic printer settings and settings for printing from a DOS application. To configure the settings, touch the [Printer Condition Settings] key.

PRINTER DEFAULT SETTINGS

The default settings are used to set advanced print conditions for printing in an environment where the print driver is not used (such as printing from MS-DOS or from a computer that does not have the provided print driver installed).

When printing using the printer driver, the printer driver settings take precedence over the printer condition settings.

Settings

Item		Selections
Copies		1 - 9999 sets
Orientation		• Portrait • Horizontal
Default Paper Size		12" x 18", 11" x 17", 8-1/2" x 14", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 5-1/2" x 8-1/2", 7-1/4" x 10-1/2", 9" x 12", A3, B4, A4, B5, A5, 320mm x 450mm, 225mm x 320mm, 318mm x 234mm, 312mm x 220mm, 318mm x 469mm, 312mm x 440mm, 8k, 16k
Default Output Tray*1		• Top Tray • Offset Tray
Default Paper Type		Plain Paper, Letter Head, Pre-Printed, Pre-Punched, Recycle Paper, Color
Line Thickness*2		0-9
2-Sided Print		• 1-Sided • 2-Sided (Book) • 2-Sided (Tablet)
N-Up Print*3		• 1-Up • 2-Up • 4-Up
Fit To Page*4		• ☑ (Use Fit to Page) • ☐ (Do not use Fit to Page)
Output	Print per Unit	• ☑ (Print per Unit) • ☐ (Do not Print per Unit)
	Staple Position*1	• Disabled • 1 Staple at Back • 2 Staples • 2 Staples (Top) • ☑ (Slant staple)*5 • ☐ (No Slant staple)*5
	Punch*6	• ☑ (Punch) • ☐ (No Punch) • 2-Hole Punch • 3-Hole Punch
	Fold Size Setting*7	• ☑ (Set 11" x 17", 8-1/2" x 14", 8-1/2" x 11"R, A3, B4, and A4R as paper folding sizes) • ☐ (Do not set paper folding sizes)
Quick File		• ☑ (Quick File) • ☐ (No Quick File)

*1 Only effective when a finisher or saddle stitch finisher is installed.
*2 This setting is used to adjust the line width of vector graphics. Except for CAD and other specialized uses, there is normally no need to change this setting. Information on the selections is shown in "Selections for the line thickness setting" (Table below).
*3 Paper sizes that can be used with this function are 11" x 17", 8-1/2" x 14", 8-1/2" x 11", A3, B4, and A4. (This function may not take effect with some print methods.)
*4 Only effective when printing PDF, JPEG, and TIFF files.
*5 Can only be selected when [1 Staple at Back] is selected.
*6 Only effective when a punch module is installed on a finisher or saddle stitch finisher.
*7 Can only be selected when a folding unit is installed.

Selections for the line thickness setting

Selection	0	1	2	3	4	5	6	7	8	9
Percentage	Minimum line width*	50%	75%	90%	95%	100%	105%	110%	125%	150%

* All lines are the minimum line width.

PCL SETTINGS

This is used to set the symbol sets, fonts, and line feed code used in a PCL environment.

Settings

Item	Description	Selections
PCL Symbol Set Setting	Specify the symbol set used for printing.	Select from 35 items.
PCL Font Setting	Use this to select the font used for printing.	• Internal Font • Extended Font (List of internal fonts when extended fonts are not installed.)
PCL Line Feed Code	This setting is used to select how the printer responds when a line feed command is received.	• 0.CR=CR; LF=LF; FF=FF • 1.CR=CR+LF; LF=LF;FF=FF • 2.CR=CR; LF=CR+LF; FF=CR+FF • 3.CR=CR+LF; LF=CR+LF; FF=CR+FF
Wide A4	When this is enabled, 80 characters per line can be printed on A4 size paper using a 10-pitch font. (When this setting is disabled, up to 78 characters can be printed per line.)	• ☑ (Enabled) • ☐ (Disabled)

POSTSCRIPT SETTING

When a PS (PostScript) error occurs during PostScript printing, this setting determines whether or not an error notice is printed.

This setting can be configured when the PS3 expansion kit is installed.

7 TROUBLESHOOTING

This chapter provides solutions to possible printing problems. See the following table of contents to locate the appropriate page for your question or problem.

PROBLEMS RELATED TO PRINTING OPERATION

- Printing does not take place.. 77
- Two-sided printing does not take place. 78
- A tray, finisher, or other peripheral device installed on the machine cannot be used. 78

PROBLEMS RELATED TO PRINT RESULTS

- The image is grainy. 79
- The image is too light or too dark.. 79
- Text and lines are faint and difficult to see.. 79
- Part of the image is cut off. 79
- The image is upside down. 80
- Many nonsense characters are printed. 80

- System settings
 Descriptions of system settings similar to the following example appear in this chapter.
 Example:
 → System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
 This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☑ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings. (For detailed explanations of the system settings (administrator), see the Administrator's Guide.)
- For problems common to all functions of the machine and peripheral devices, see the User's Guide.
- If you are unable to solve a problem using the solutions in this manual, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* Do not turn off the machine's main power switch or remove the power plug while a job is being executed or processed. This may damage the hard drive or cause the data being stored or received to be lost.

- If you are unable to solve a problem using the information in this chapter, please contact your dealer or nearest SHARP Service Department.

PROBLEMS RELATED TO PRINTING OPERATION

Problem	Point to check	Solution
Printing does not take place.	Is your computer connected correctly to the machine?	Make sure that the cable is connected securely to the LAN connector or the USB connector on your computer and the machine. If you are on a network, check the connections at the hub as well.
	Is the machine connected to the same network (LAN, etc.) as your computer?	The machine must be connected to the same network as your computer. If you do not know which network the machine is connected to, ask the network administrator.
	Is the IP address selected correctly? (Windows)	If the machine does not have a permanent IP address (the machine receives an IP address from a DHCP server), printing will not be possible if the IP address changes. Print the "All Custom Setting List" in the system settings and check the IP address of the machine. If the IP address has changed, change the port setting in the printer driver. →System Settings > "List Print (User)" > "All Custom Setting List" ☞ Software Setup Guide If the IP address changes frequently, it is recommended that a permanent IP address be assigned to the machine. →System Settings (Administrator) > "Network Settings"
	Are you using a printer port created using Standard TCP/IP Port? (Windows 2000/XP/Server 2003/Vista)	When a port created with Standard TCP/IP Port in Windows is used and the [SNMP Status Enabled] checkbox is ☑, it may not be possible to print correctly. Change the [SNMP Status Enabled] checkbox to ☐. ☞ Software Setup Guide
	Is AppleTalk active? (Macintosh)	In Mac OS X, click [Network] in [System Preferences] and select "Built-in Ethernet" in "Show". Click the [AppleTalk] tab and make sure that [Make AppleTalk Active] is selected. In Mac OS 9, open the [Chooser] from the Apple menu and make sure that [Active] is selected. Printing is not possible if [Active] is not selected. Ask your administrator to check if "Enable EtherTalk" is enabled in the system settings (administrator). (The factory default setting is "Enable".) →System Settings (Administrator) > "Network Settings" > "Enable EtherTalk" > ☑
	Is "Connect via" set to [Ethernet] for AppleTalk? (Mac OS 9)	Open [AppleTalk] from the [Control Panels] and make sure that [Ethernet] is selected in the "Connect via" menu. Printing is not possible if [Ethernet] is not selected.
	Is your computer in an unstable state?	Printing is sometimes not possible when you run multiple applications at once or there is insufficient memory or hard drive space. Restart your computer.

Problem	Point to check	Solution
Printing does not take place.	Is the machine specified correctly in the software application that you are using for printing?	Make sure that the printer driver of the machine is selected in the Print window of the application. If the printer driver does not appear in the list of available printer drivers, it may not be installed correctly. Remove the printer driver and then install it once again. ☞ Software Setup Guide
	Are the network connection devices operating normally?	Make sure that the routers and other network connection devices are operating correctly. If a device is not powered on or is in an error state, see the manual of the device to correct the problem.
	Is the I/O timeout setting too short?	If the I/O timeout setting is too short, errors may occur while writing to the printer. Ask the administrator of the machine to configure an appropriate time in "I/O Timeout". → System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout"
	Was a Notice Page printed?	A Notice Page will be printed to indicate the cause of the problem if a print job cannot be performed as specified and the cause is not shown in the display. Read the printed page and take appropriate action. For example, a notice page will be printed in the following situations. • The print job is too large to fit in memory. • A function that has been prohibited by the administrator is specified. * By factory default, Notice Pages are not printed.
	Have functions been disabled by the administrator?	When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
Two-sided printing does not take place.	Does the paper type setting of the selected tray specify a type of paper that cannot be used for two-sided printing?	Check "Tray Settings" in the system settings. If the [Disable Duplex] checkbox is selected ☑, two-sided printing using that tray will not be possible. Change the paper type setting to a type that can be used for two-sided printing. → System Settings > "Paper Tray Settings" > "Tray Settings" > "Change"
	Are you using a special size or type of paper?	For the paper types and sizes that can be used for two-sided printing, see "SPECIFICATIONS" in the Safety Guide.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
A tray, finisher, or other peripheral device installed on the machine cannot be used.	Have the peripheral devices that are installed on the machine been configured in the printer driver?	Open the printer properties and click the [Auto Configuration] button on the [Configuration] tab. (Windows) * If auto configuration cannot be executed, see the Software Setup Guide.

PROBLEMS RELATED TO PRINT RESULTS

Problem	Point to check	Solution
The image is grainy.	Are the printer driver settings appropriate for the print job? (Windows)	The resolution can be set to [1200 x 1200 dpi] or [600 x 600 dpi] at the time of printing. If you need a finely detailed image, select [1200 x 1200 dpi]. The resolution setting is selected in the [Advanced] tab of the printer driver properties window.
The image is too light or too dark.	Does the image (particularly a photo) need correction? (Windows)	Brightness and contrast can be corrected by performing [Image Adjustment] on the [Advanced] tab of the printer driver. These settings can be used for simple corrections when you do not have image editing software installed on your computer. For details, see "ADJUSTING THE BRIGHTNESS AND CONTRAST OF THE IMAGE (Image Adjustment)" (page 42).
Text and lines are faint and difficult to see.	Was color data printed? (Windows)	When color text and lines are printed, they may become faint and difficult to see. Non-white text and lines can be changed to black in the PCL6, PCL5e, or PS printer driver. For details, see "PRINTING FAINT TEXT AND LINES IN BLACK (Text To Black/Vector To Black)" (page 43).
Part of the image is cut off.	Does the paper size specified by the job match the size of paper loaded in the tray?	Make sure that the paper size setting matches the size of paper loaded in the tray. The paper size setting is selected as follows: Windows: On the [Paper] tab of the printer driver. Macintosh: In the [Page Setup] menu. When the Fit To Page function is selected, make sure that the print image size is appropriate for the actual size of the paper to be used for printing. For the Fit To Page function, see "FITTING THE PRINT IMAGE TO THE PAPER" (page 29).
	Is the print orientation setting (portrait or landscape) correct?	Set the print orientation to match the image. The print orientation is selected as follows: Windows: On the [Main] tab of the printer driver. Macintosh: In the [Page Setup] menu.
	Are the margins set correctly in the layout settings of the application?	If the edge of the image extends outside the printable area of the machine, the edge will be cut off. Select an appropriate paper size and margins in the layout settings of the application.

Problem	Point to check	Solution
The image is upside down.	Are you using a type of paper (tab paper, punch paper, etc.) that can only be loaded in a fixed orientation?	When the image size and paper size are the same but the orientations are different, the orientation of the image is automatically rotated to match the paper. However, when the paper can only be loaded in a fixed orientation, this may result in the image being printed upside down. In this event, rotate the image 180 degrees before printing. For the 180 degrees rotate setting, see "ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees)" (page 38).
	Is the correct binding position selected for two-sided printing?	When two-sided printing is performed, every other page is printed upside down when tablet binding is selected for the binding position. Be sure to set the appropriate binding position. For two-sided printing and booklet-style and tablet-style bindings, see "TWO-SIDED PRINTING" (page 27).
Many nonsense characters are printed.	Is your computer or the machine in an unstable state?	If little free space remains in the memory or hard drive of your computer, or many jobs have been spooled on the machine and it has little free memory remaining, printed text may turn into nonsense characters. In this situation, cancel printing, restart your computer and the machine, and try printing again. To cancel printing Windows: Double-click the printer icon that appears at the lower right of the task bar and click "Cancel All Documents" (or "Purge Print Documents") in the [Printer] menu. Macintosh: Double-click the name of the machine in the printer list, select the job that you wish to delete, and delete it. (In Mac OS 9, double-click the printer icon on the desktop, select the print job that you wish to delete, and delete it.) At the machine: See "CANCELING A PRINT JOB" (page 70). If nonsense characters are still printed after restarting, ask your administrator to lengthen the timeout setting of "I/O Timeout" in the system settings (administrator). → System Settings (Administrator) > "Printer Settings" > "Interface Settings" > "I/O Timeout" * If nonsense characters are still printed after taking the above measures, remove and then reinstall the printer driver.

8 PRINTER DRIVER SPECIFICATIONS

PRINTER DRIVER SPECIFICATION LIST

Function			PCL6	PCL5e	PS	Windows PPD*1	Macintosh PPD*1
Frequently used functions	Copies		1-9999	1-9999	1-9999	1-9999	1-9999
	Orientation		Yes	Yes	Yes	Yes	Yes
	N-Up	Number of pages	2,4,6,8,9,16	2,4,6,8,9,16	2,4,6,8,9,16	2,4,6,9,16*2,3	2,4,6,9,16
		Order	Selectable	Selectable	Selectable	Selectable	Selectable
		Border	On/Off	On/Off	On/Off	No	Selectable
	2-Sided Print		Yes	Yes	Yes	Yes	Yes
	Fit To Page		Yes	Yes	Yes	No	Yes*4
	Binding Edge		Selectable	Selectable	Selectable	No	Yes*5
	Staple*6		Yes	Yes	Yes	Yes	Yes
	Punch*6		Yes	Yes	Yes	Yes	Yes
Paper	Paper Size		Yes	Yes	Yes	Yes	Yes
	Custom Paper		1 size	1 size	1 size	Yes*2	Yes*5
	Paper Selection		Yes	Yes	Yes	Yes	Yes
	Output tray		Yes	Yes	Yes	Yes	Yes
Convenient printer functions	Pamphlet/Pamphlet Staple*7		Yes	Yes	Yes	Yes	Yes
	Margin Shift		0.4 in./0.8 in./ 1.2 in.	0.4 in./0.8 in./ 1.2 in.	0.4 in./0.8 in./ 1.2 in.	Yes	Yes
	Poster Printing		Yes	No	Yes	No	No
	Rotate 180 degrees		Yes	Yes	Yes	Yes	Yes*5
	Zoom/XY-Zoom		Yes*8	Yes*8	Yes	Yes*8	Yes*8
	Mirror Image		No	No	Yes	Yes	Yes*9

Function		PCL6	PCL5e	PS	Windows PPD*1	Macintosh PPD*1
Special functions	Different Paper	Yes	Yes	Yes	No	Yes*10
	Transparency Inserts	Yes	Yes	Yes	No	Yes
	Carbon Copy	Yes	Yes	Yes	No	No
	Tab Printing	Yes	Yes*11	Yes*11	No	No
	Chapter Inserts Printing	Yes	No	No	No	No
	Paper Fold Print	Yes	Yes	Yes	Yes	Yes
	Reverse Order Print	Yes	Yes	Yes	Yes	Yes
	Tandem Print	Yes	Yes	Yes	Yes	Yes*5
	Retention	Yes	Yes	Yes	No	Yes*5
	Document Filing	Yes	Yes	Yes	No	Yes*5,12
Image adjusting function	Image Adjustment	Yes	No	Yes	No	No
	Text To Black/ Vector To Black	Yes	Yes	Yes	No	No
Functions to combine text and images	Watermark	Yes	Yes	Yes	Yes	Yes
	Image Stamp	Yes	No	Yes	No	No
	Overlay	Yes	Yes	Yes	No	No
Image Quality	Resolution	600 x 600 dpi/ 1200 x 1200 dpi	600 x 600 dpi	600 x 600 dpi/ 1200 x 1200 dpi	600 x 600 dpi	600 x 600 dpi
	Graphics Mode Selection	Yes	Yes	No	No	No
	Toner Save*13	Yes	Yes	Yes	Yes	Yes
Font	Resident font	80 fonts	80 fonts	136 fonts	136 fonts*14	35 fonts
	Selectable download font	bitmap, TrueType, Graphics	bitmap, TrueType, Graphics	bitmap, TrueType, Type1	bitmap, TrueType, Type1	No*15
Other functions	Auto Configuration	Yes	Yes	Yes	No	Yes*5,16
	User Authentication	Yes	Yes	Yes	No	Yes*5

*1 The specifications of each function in Windows PPD and Macintosh PPD vary depending on the operating system version and the software application.
*2 Cannot be used in Windows NT 4.0.
*3 Only 2-Up and 4-Up printing can be used in Windows 98.
*4 Only Mac OS X v10.4 to 10.4.8 can be used.
*5 Cannot be used in Mac OS X v10.1.5.
*6 Can be used when a finisher or saddle stitch finisher is installed. (To use the punch function, a punch module must be also installed.)
*7 To use the pamphlet staple function, a finisher and saddle unit are required, or a saddle stitch finisher is required.
*8 The horizontal and vertical proportion cannot be set separately.
*9 Only Mac OS 9.0 to 9.2.2 can be used.
*10 Only covers can be inserted.
*11 Only the amount of the shift of the text string data created in the software application can be set.
*12 Cannot be used in Mac OS 9.0 to 9.2.2.
*13 This setting may not operate in some software applications and operating systems.
*14 The number of available resident fonts is 35 in Windows NT 4.0.
*15 True Type and Type1 can be selected in some versions of LaserWriter.
*16 Cannot be used in Mac OS X v10.2.8.

Printer Guide

MODEL: MX-M850
MX-M950
MX-M1100



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MX1100-US-PRT-Z1

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MODEL: MX-M850
MX-M950
MX-M1100

Image Send Guide



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ABOUT THIS MANUAL

This manual explains the procedures for using image send function (scan mode, USB memory mode, Internet fax mode, fax mode and data entry mode) on the machine.

Required expansion kits

To use each mode of the image send function, the expansion kits below are required. The explanations in this manual assume that all expansion kits are installed.

Modes	Required expansion kits	Expansion kits required for full color and grayscale scanning
Scan mode*, USB memory mode*	Network scanner expansion kit	Color expansion kit
Internet fax mode	Internet fax expansion kit	–
Fax mode	Facsimile expansion kit	–
Data entry mode*	• Network scanner expansion kit • Application integration module	Color expansion kit

* When the color expansion kit is not installed, the color mode is fixed at Mono2.

Please note

- In order to use the network scanner function, basic network scanner settings, server settings including SMTP and DNS server settings, destinations, and the sender address must be configured in the Web pages. Configure and store the settings as explained in this manual. These settings require a knowledge of your network environment and therefore must be configured by your network administrator.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are primarily for Windows® XP. The screens may vary depending on the version of the operating system.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide (This manual)	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained. For detailed information on each system setting, see the Administrator's Guide.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1 BEFORE USING THE IMAGE SEND FUNCTION

This chapter provides information that you should know before using the image send function of the machine.

To use the image send function of the machine, an expansion kit is required for each mode. See "Required expansion kits" (page 5).

IMAGE SEND FUNCTION OF THE MACHINE

The image send function of the machine can be used to send a scanned document by a variety of different methods. The modes and transmission methods that can be used are explained below.

Scan modes

☞SENDING AN IMAGE IN SCAN MODE (page 36)

Scan to E-mail

The scanned file is sent by e-mail.



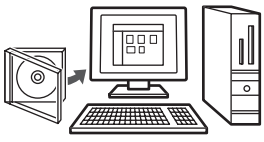
Scan to FTP

The scanned file is sent to a specified directory of an FTP server.
When the file is sent, it is also possible to send an e-mail to a previously stored e-mail address to inform the recipient of the location of the file. (This is called "Scan to FTP (Hyperlink)".)



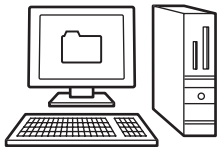
Scan to Desktop

The scanned file is sent to a specified folder on your computer.
To use Scan to Desktop, software must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM that accompanies the network scanner expansion kit. For the system requirements of the software, see the manual (PDF format) or the Readme file on the CD-ROM. For the installation procedure, see the "Sharpdesk Installation Guide" that accompanies the network scanner expansion kit.



Scan to Network Folder

The scanned file is sent to a shared folder on a Windows computer on the same network as the machine.
Transmission is possible to computers running the following operating systems: Windows 98/Me/NT 4.0/2000/XP/Server 2003/Vista



USB memory mode

☞SENDING AN IMAGE IN USB MEMORY MODE (page 43)

USB Memory Scan

The scanned file is sent to and stored in a USB memory device connected to the machine.

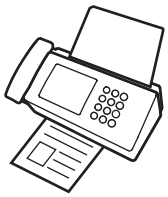


Internet fax mode

☞SENDING A FAX IN INTERNET FAX MODE (page 48)

Internet fax transmission

The scanned file is sent as an Internet fax. Reception of Internet faxes is also possible.



Fax mode

☞SENDING AN IMAGE IN FAX MODE (page 54)

Fax transmission

This mode is used to send and received faxes. Fax mode also supports F-codes to increase the security of communication. An extension phone can be connected to allow use as a telephone.



Data entry mode

☞7. METADATA DELIVERY (page 156)

Metadata delivery

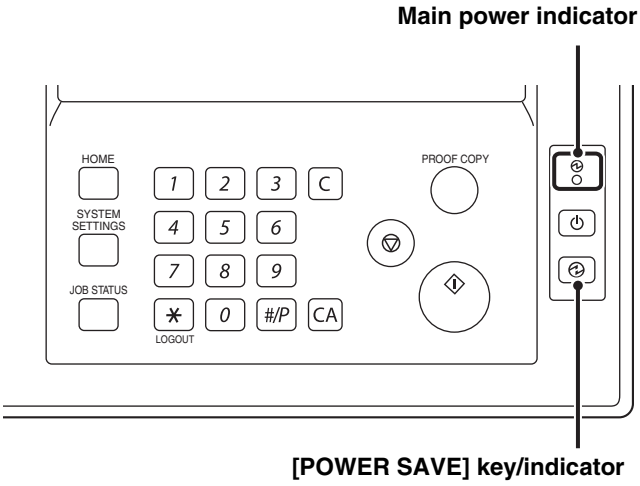
The application integration module can be combined with the network scanner function to append a metadata* file to a scanned image file. (This is called metadata delivery.)
Information entered using the touch panel or automatically generated by the machine can be sent to a directory on an FTP server or an application on a computer as a metadata file in XML format.
*Metadata is information about a file, how it is to be processed, and its relation to other objects.

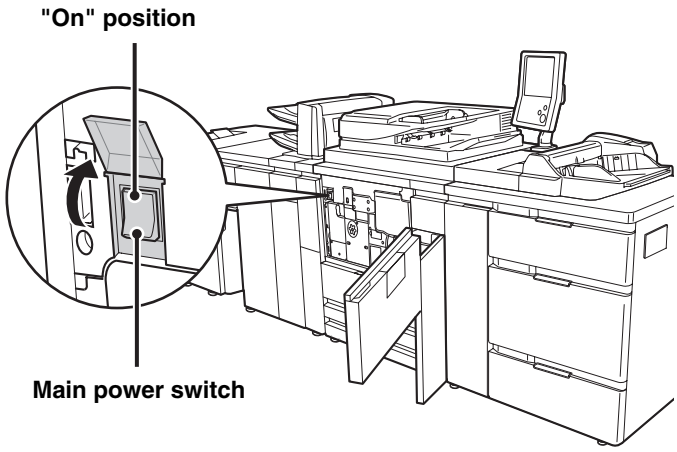
PREPARATIONS FOR USING THE IMAGE SEND FUNCTION

MAKE SURE THE MAIN POWER SWITCH IS IN THE "ON" POSITION

The main power is "on" when the main power indicator on the right side of the operation panel is lit.
If the main power indicator is not lit, the main power is "off". Switch the main power switch to the "on" position and press the [POWER] key () on the operation panel.
If the Internet fax function or the fax function will be used, and in particular if reception or timer transmission will take place at night, always keep the main power switch in the "on" position.

When the [POWER SAVE] key () indicator light is blinking, the machine is in auto power shut-off mode. If the [POWER SAVE] key () is pressed when the indicator is blinking, the indicator will turn off and the machine will return to the ready state after a brief interval.





CHECKING THE DATE AND TIME

Verify that the correct date and time are set in the machine.
The date and time are set in the system settings of the machine. When the [SYSTEM SETTINGS] key is pressed, the system settings menu screen appears on the touch panel. Select [Default Settings], [Clock Adjust], and [Clock Adjust], and set the year, month, day, hour, and minute.

If "Disabling of Clock Adjustment" has been enabled in the system settings (administrator), the date and time cannot be set.

STORING SENDER INFORMATION

Before using Scan to E-mail

Store a default sender name in "Sender Name" and a reply e-mail address in "Reply E-mail Address". These will be used when a sender is not selected.

System Settings (Administrator): Default Sender Set
This is used to store the sender name and e-mail address that is used when a sender is not selected.

Before using the Internet fax function

Store a sender name in "Sender Name" and a sender Internet fax address in "Own Address".

System Settings (Administrator): I-Fax Own Name and Address Set (Internet Fax Default Settings)
Use this setting to program the sender name and sender address.

Before using the fax function

Store the user name and fax number in "Fax Own Name and Number Set".

System Settings (Administrator): Fax Own Name and Number Set (Fax Default Settings)
Use this setting to program the sender name and sender fax number.

SETTINGS REQUIRED IN THE WEB PAGES

To use scan mode and Internet fax mode, the basic network scanner settings, server settings such SMTP and DNS server settings, and sender addresses must be configured in the Web pages.

- **Server settings**
 To configure server settings, click [Network Settings] and then [Service Settings] in the Web page menu. (Administrator rights are required.)

- **Network scanner settings**
 To configure the network scanner settings, click [Application Settings] and then [Network Scanner Settings] in the Web page menu. (Administrator rights are required.)

- **Internet Fax settings**
 To configure the network scanner settings, click [Application Settings] and then [Internet Fax Settings] in the Web page menu. (Administrator rights are required.)

STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK

To use Scan to FTP, Scan to Desktop, and Scan to Network Folder, destinations must be stored in the address book. Although destinations for Scan to E-mail, Internet fax, and fax do not need to be stored in the address book (they can be entered directly or looked up in a global address book at the time of transmission), storing these types of destinations in the address book makes it easy to select them. Store each type of destination as explained below.

Scan mode destinations

- Scan to FTP: Click [Address Book] in the Web page menu and then click the [Add] button. Select [FTP] in [Address Type] and store an address.
- Scan to Network Folder: Click [Address Book] in the Web page menu and then click the [Add] button. Select [Network Folder] in [Address Type] and store an address.
- Scan to E-mail: Click [Address Book] in the Web page menu and then click the [Add] button. Select [E-mail] in [Address Type] and store an address. Addresses can also be stored in the system settings.
- Scan to Desktop: See "STORING A DESTINATION FOR SCAN TO DESKTOP" (page 12). Scan to Desktop destinations can also be stored in the Web pages. Click [Address Book] in the Web page menu and then click the [Add] button. Select [Desktop] in [Address Type] and store an address.

Internet fax mode: Click [Address Book] in the Web page menu and then click the [Add] button. Select [Internet Fax] in [Address Type] and store an address. Addresses can also be stored in the system settings.

Fax mode: Click [Address Book] in the Web page menu and then click the [Add] button. Select [Fax] in [Address Type] and store an address. Addresses can also be stored in the system settings.

System Settings: ADDRESS BOOK (page 174)
This is used to store destination addresses for Scan to E-mail, Internet fax and Fax.

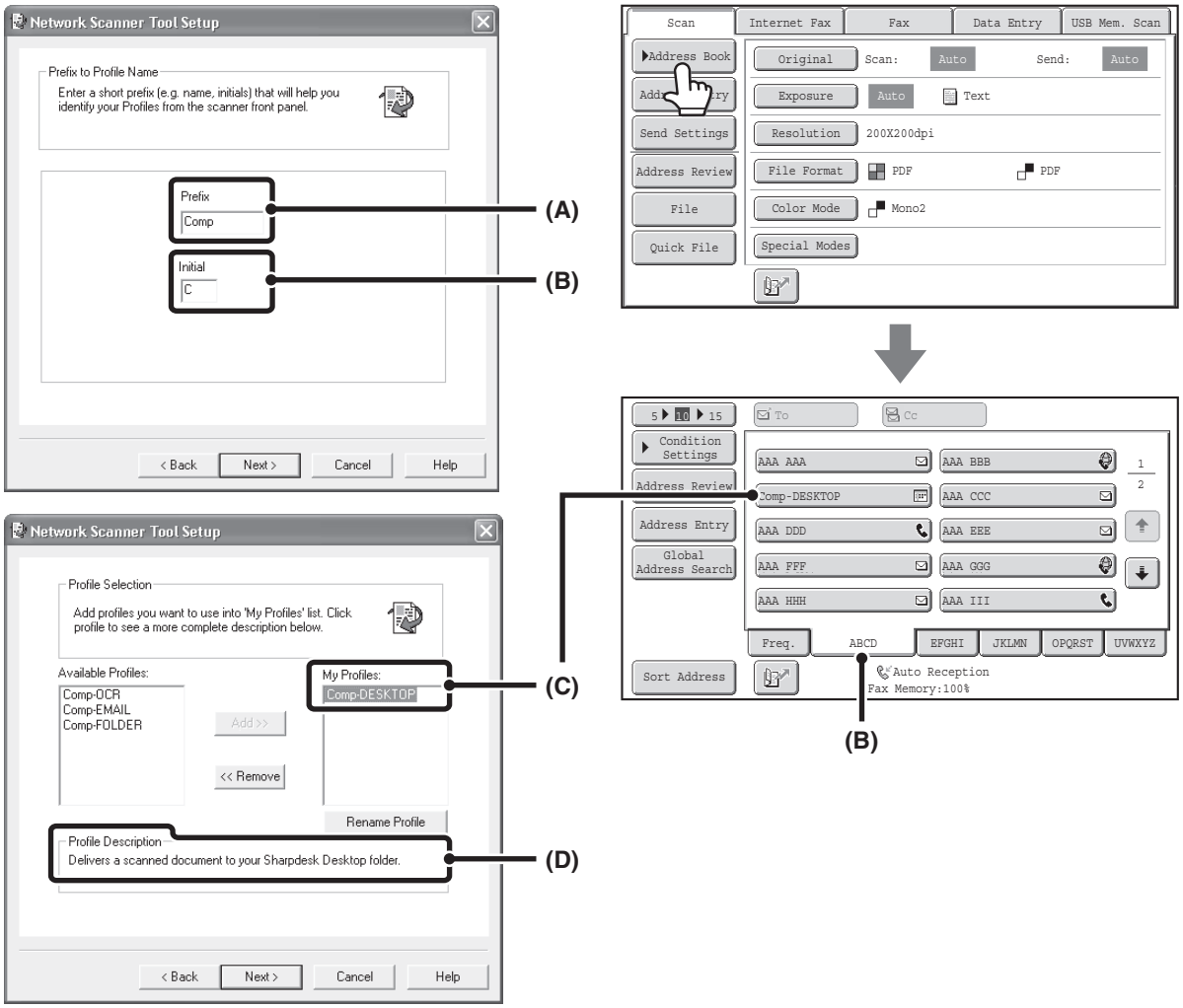
STORING A DESTINATION FOR SCAN TO DESKTOP

To store your computer in the machine as a destination for Scan to Desktop, Network Scanner Tool must be installed from the "Sharpdesk/Network Scanner Utilities" CD-ROM that accompanies the network scanner expansion kit. To scan an image to your computer, Network Scanner Tool must be running on your computer.

INSTALLING NETWORK SCANNER TOOL

To install Network Scanner Tool, see the "Sharpdesk Installation Guide" that accompanies the network scanner expansion kit. When a standard installation is performed, Network Scanner Tool is installed with Sharpdesk.

When you restart your computer after installing Network Scanner Tool, the Setup Wizard will start automatically. Follow this wizard to set up Network Scanner Tool. This will store your computer in the machine as a destination for Scan to Desktop. The stored destination will be displayed as a one-touch key in the address book screen.
The following window appears while Network Scanner Tool is being set up. The item selected in "My Profiles" (C) will be the name of the one-touch key.



The profile name is determined by the combination of the text entered in "Prefix" (A) and the profile*.
The one-touch key is assigned to an index tab in the address book screen based on the text entered in "Initial" (B).
* This defines how an image sent to your computer is processed. For more information, see profile explanation (D).

ADDING DESTINATIONS

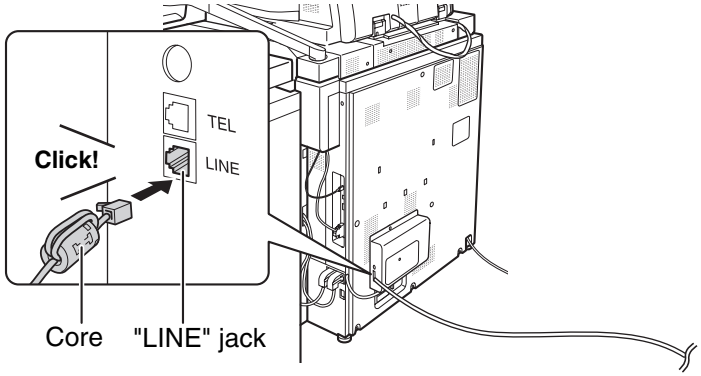
For the number of computers that can be stored in the machine as destinations of Scan to Desktop, see the number of licenses indicated in the "Sharpdesk Installation Guide". To store more destinations, a license kit is required. Store Scan to Desktop destinations by installing Network Scanner Tool on each computer.

PREPARATIONS FOR FAX

To use the machine as a fax, the telephone line must be connected and the type of line set.

Connection to the telephone line

Be sure to use the provided telephone line cord to connect the machine to the wall telephone jack. Connect the end of the line cord that has the core to the "LINE" jack on the machine. Insert the other end (the end without the core) into a telephone line jack.



Insert the end of the cord with the core into the "LINE" jack.

Setting the telephone line type

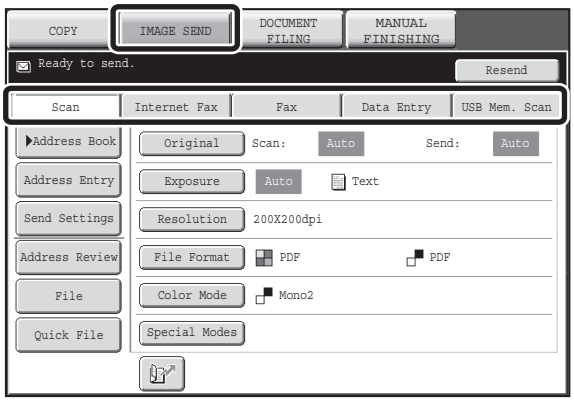
The machine's dial mode setting must be set to the type of telephone line you are using.
If the setting is not correct, dialing will not be possible.
Touch the [Auto Select] key in "Dial Mode Setting" in the system settings (administrator). The machine will automatically set the dial mode to the type of line you are using.

You can also set the "Dial Mode Setting" manually.

After setting the dial mode, do not change the setting unless you have a specific reason for changing it.

BASE SCREEN

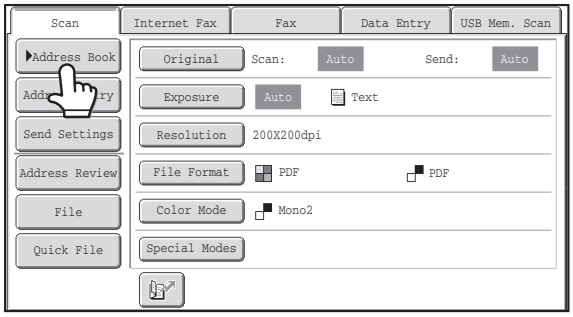
Scan mode, USB memory mode, Internet fax mode, and fax mode are used by selecting operations and settings in the base screens of those modes. To display the base screen of a mode, touch the [IMAGE SEND] key in the touch panel and then touch the tab of the mode that you wish to use.
The screen that initially appears when the [IMAGE SEND] key is touched varies depending on what peripheral devices have been installed. The screen that initially appears can be changed in the system settings.
The procedures in this manual assume that the base screen of scan mode appears when the [IMAGE SEND] key is touched.



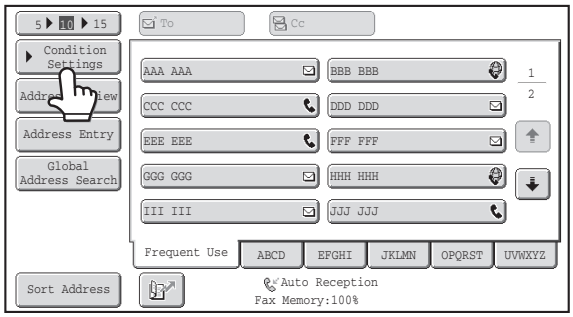
The tabs of modes that cannot be used because the required peripheral devices are not installed do not appear.
☞ Required expansion kits (page 5)

When sending an image, you can retrieve a stored destination from the address book screen. The same address book is used in each mode.
Touch the [Address Book] key in the base screen to switch to the address book screen. Touch the [Condition Settings] key in the address book screen to switch to the base screen.

Base screen of scan mode



Address book screen



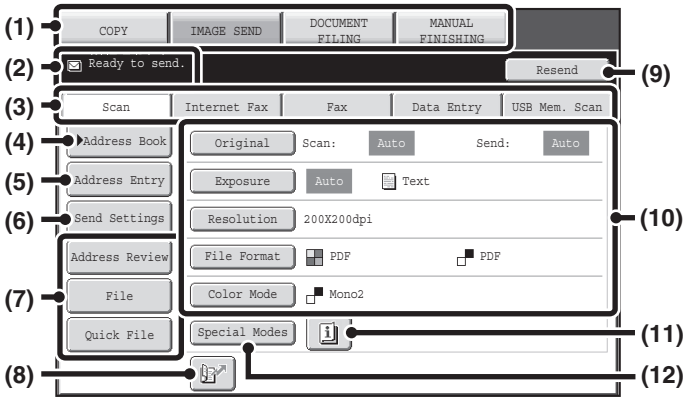
This manual uses the base screen of scan mode as an example when operations common to all modes are explained.

System Settings (Administrator): Default Display Settings
One of the following screens can be selected for the initial screen that appears when the [IMAGE SEND] key is touched.
- Base screen of each mode (scan, Internet fax, fax, or data entry mode)
- Address book screen

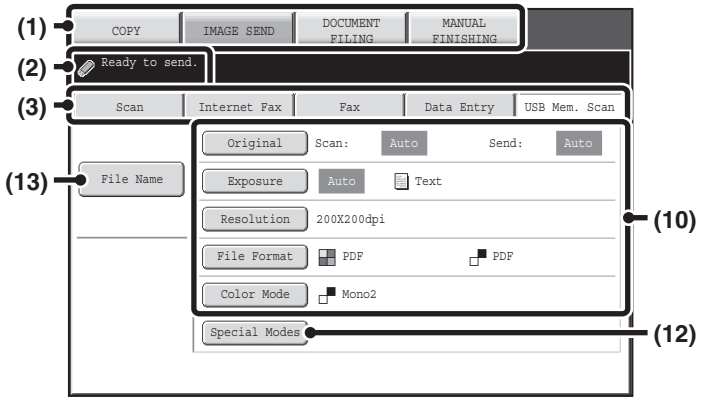
BASE SCREEN

This screen is used to select settings and operations in each mode.

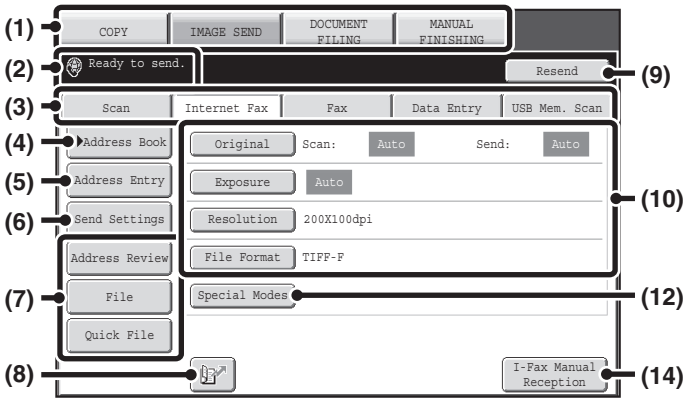
Base screen of scan mode



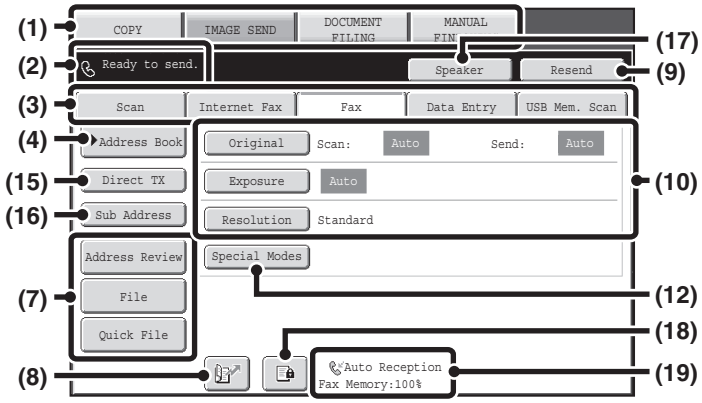
Base screen of USB memory mode



Base screen of Internet fax mode



Base screen of fax mode



Click a key in the screen to jump to an explanation of the key.

(1) Mode select keys

Use these keys to change modes.
To switch to image send mode, touch the [IMAGE SEND] key.

(2) Various messages are displayed here.

The icon of the selected mode appears on the left.

(3) Send mode tabs

Touch one of these tabs to change the image send mode.
The tabs of modes that cannot be used because the required peripheral devices are not installed do not appear.
The [Data Entry] tab appears when the application integration module kit is installed. For information on metadata delivery using the [Data Entry] tab, see "7. METADATA DELIVERY" (page 156).

(4) [Address Book] key

Touch this key to use a one-touch key or a group key. When the key is touched, the address book screen appears.

☞ RETRIEVING A DESTINATION FROM THE ADDRESS BOOK (page 25)

(5) [Address Entry] key

Touch this key to manually enter a destination address instead of using a one-touch key.

☞ ENTERING AN ADDRESS MANUALLY (page 29)

(6) [Send Settings] key

Touch this key to select or enter the subject, file name, sender name, or body text, which has been previously stored in the Web page.
Scan mode:

☞ CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT (page 40)

Internet fax mode:

☞ CHANGING THE SUBJECT, FILE NAME, AND BODY TEXT (page 51)

(7) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer.

☞ Customizing displayed keys (page 18)

(8) **key**

Touch this key to specify a destination using a search number*.

* 3-digit number assigned to a destination when it is stored.

☞ USING A SEARCH NUMBER TO RETRIEVE A DESTINATION (page 28)

(9) **[Resend] key/[Next Address] key**

The destinations of the most recent 8 transmissions by Scan to E-mail, fax and/or Internet fax are stored. Touch this key to select one of these destinations. When a destination is selected or entered, this key changes to the [Next Address] key.

☞ USING THE RESEND FUNCTION (page 33)
RETRIEVING A DESTINATION (page 26)

(10) **Image settings**

Image settings (original size, exposure, resolution, file format, and color mode) can be selected.

☞ IMAGE SETTINGS (page 68)

(11) **key**

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

☞ Checking what special modes are selected (page 18)

(12) **[Special Modes] key**

Touch this key to use a special mode.

☞ 4. SPECIAL MODES (page 87)

(13) **[File Name] key**

Touch this key to enter a file name when storing a file to USB memory.

☞ ENTERING A FILE NAME (page 47)

(14) **[I-Fax Manual Reception] key**

Touch this key to receive an Internet fax manually.

☞ RECEIVING INTERNET FAXES MANUALLY (page 149)

(15) **[Direct TX] key**

Touch this key to send a fax by direct transmission. When the [Direct TX] key is not highlighted, normal transmission (memory TX mode) is selected.

☞ DIRECT TRANSMISSION MODE (page 57)

(16) **[Sub Address] key**

Touch this key to enter a sub-address and passcode for F-code transmission.

☞ F-CODE DIALING (page 131)

(17) **[Speaker] key/[Pause] key/[Space] key**

Touch this key to dial using the speaker.
When entering a fax number to be dialed, the key changes to the [Pause] key. When entering a sub-address, the key changes to the [Space] key.

☞ TRANSMISSION USING THE SPEAKER (page 59)

(18) **key**

When "Hold Setting for Received Data Print" is enabled, this appears when a fax has been received. Touch this key to open a password entry screen. Enter the set password to print the received fax.

☞ PRINTING A PASSWORD-PROTECTED FAX (Hold Setting For Received Data Print) (page 152)

(19) **This shows the currently selected fax reception mode and the amount of free memory remaining.**

☞ RECEIVING FAXES (page 150)

Customizing displayed keys

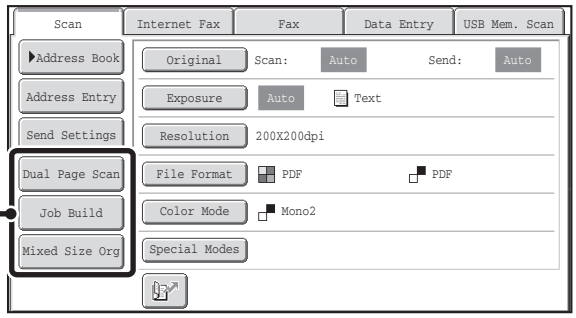
Special mode keys and other keys can be displayed in the base screen. Set these keys to functions that you frequently use to access the functions with a single touch. The customized keys are configured using "Customize Key Setting" in the Web pages. The following keys appear by factory default:

- [Address Review] key
 Touch this key to display a list of the destinations that have been selected in the address book. This is the same key as the [Address Review] key in the address book screen.
- [File] key, [Quick File] key
 Touch either of these keys to use the File function or Quick File function of document filing mode. For more information on the document filing function, see the Document Filing Guide.

In USB memory mode...
Customized keys do not initially appear, however, up to three keys can be added.

Example: When "Dual Page Scan", "Job Build", and "Mixed Size Original" are assigned to the customized keys

These three keys can be changed as desired.

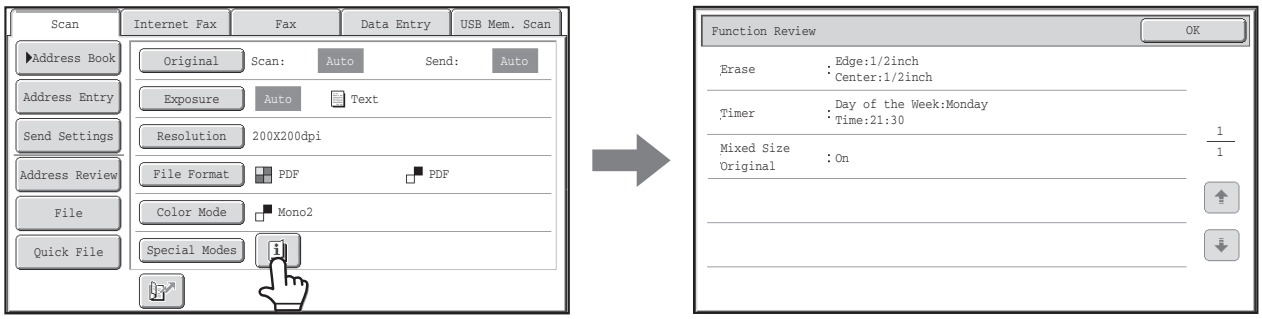


- Displaying a program key in the base screen will enable you to retrieve the program by simply touching the key.
 ☞ STORING FAX OPERATIONS (Program) (page 90)
- The functions that can be selected for the customized keys vary depending on the mode.

System Settings (Administrator): Customize Key Setting
Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

Checking what special modes are selected

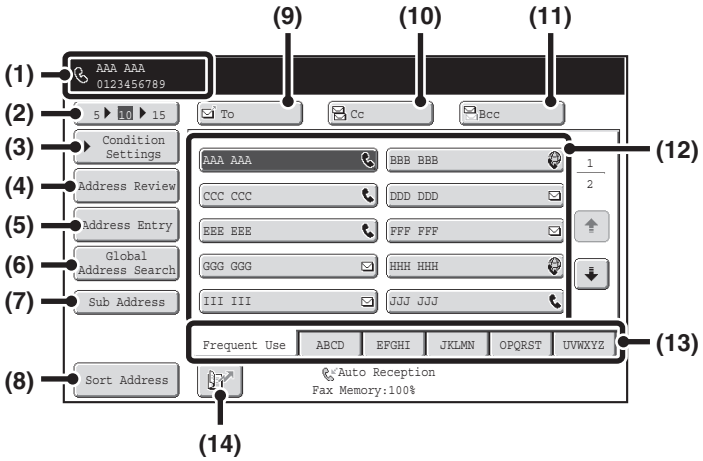
The [i] key appears in the base screen when a special mode or 2-sided scanning is selected.
The [i] key can be touched to display the selected special modes. To close the screen, touch the [OK] key.



The special mode settings cannot be changed from the review screen. To change a setting, touch the [OK] key to close the review screen and then touch the [Special Modes] key and select the setting that you wish to change.

ADDRESS BOOK SCREEN

This screen is used to select transmission destinations.



(1) This shows the selected destination.

(2) Number of displayed items selector key

Touch this key to change the number of destinations (one-touch keys) displayed in the address book screen. Select 5, 10, or 15 keys.

(3) [Condition Settings] key

Touch this key to select transmission settings. When the key is touched, the base screen appears.

☞ BASE SCREEN (page 16)

(4) [Address Review] key

Touch this key to view a list of the selected destinations. Destination selections can be changed.

☞ CHECKING AND DELETING THE SELECTED DESTINATIONS (page 27)

(5) [Address Entry] key

Touch this key to manually enter a destination address instead of using a one-touch key.

☞ ENTERING AN ADDRESS MANUALLY (page 29)

(6) [Global Address Search] key

When the use of an LDAP server has been enabled in the machine's Web pages, a transmission address can be obtained from a global address book.

☞ RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK (page 30)

(7) [Sub Address] key

Touch this key to enter a sub-address and passcode for F-code transmission. This key only appears when a key for a fax destination has been selected.

☞ F-CODE DIALING (page 131)

(8) [Sort Address] key

Touch this key to change the index tabs to custom indexes or to display one-touch keys by send mode.

☞ CHANGING THE DISPLAY OF ONE-TOUCH KEYS IN THE ADDRESS BOOK SCREEN (page 20)

(9) [To] key

Touch this key to enter the selected destination (one-touch key).

☞ RETRIEVING A DESTINATION (page 26)

This key only appears when the network scanner function or Internet fax function has been added.

(10) [Cc] key

When using Scan to E-mail, touch the [Cc] key when you wish to send a "Carbon copy" of the e-mail to an additional destination.

(11) [Bcc] key

When using Scan to E-mail, touch the [Bcc] key when you wish to send a "Blind carbon copy" of the e-mail to an additional destination.

When an address is specified as a Bcc recipient, other recipients will not know that the address is a recipient.

This key only appears when Bcc has been enabled using "Bcc Setting" in the system settings (administrator).

(12) One-touch key display

The destinations (one-touch keys) stored in each index are displayed. This manual refers to keys in which destinations and groups are stored as one-touch keys. An icon indicating the send mode appears in each one-touch key.

☞ RETRIEVING A DESTINATION FROM THE ADDRESS BOOK (page 25)

(13) Index tabs

Touch this to change the displayed index tab.

☞ Index display (page 21)

(14) key

Touch this key to specify a destination using a search number*.

* A 3-digit number assigned to a one-touch key or group key when it is stored.

☞ USING A SEARCH NUMBER TO RETRIEVE A DESTINATION (page 28)

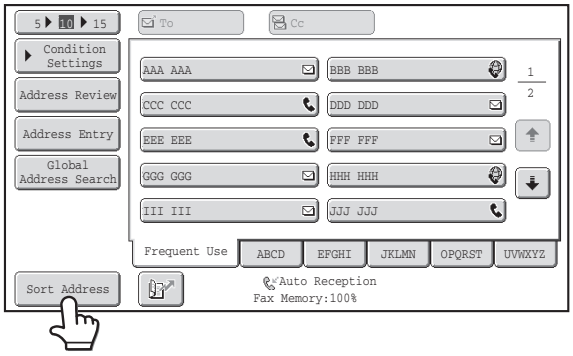
- For information on storing addresses in the address book, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" (page 11).
- To store destinations for Scan to Desktop, Network Scanner Tool must be installed from the CD-ROM that accompanies the network scanner expansion kit. For more information on storing destinations for Scan to Desktop, see "STORING A DESTINATION FOR SCAN TO DESKTOP" (page 12).

- **System Settings: ADDRESS BOOK (page 174)**
 This is used to store Scan to E-mail, Internet fax, and fax destinations in one-touch keys.
- **System Settings (Administrator): The Number of Direct Address Keys Displayed Setting**
 This is used to change the default setting for the number of one-touch keys displayed in the address book screen.
- **System Settings (Administrator): Bcc Setting**
 This setting enables or disables Bcc delivery. When enabled, the [Bcc] key appears in the address book screen.
- **System Settings (Administrator): Address Book Default Selection**
 The following settings are available for the method of sorting the addresses that appear in the address book.
 - Index type (alphabetical, custom)
 - Address type (all, group, E-mail, FTP/Desktop, Network Folder, Internet fax, fax)

CHANGING THE DISPLAY OF ONE-TOUCH KEYS IN THE ADDRESS BOOK SCREEN

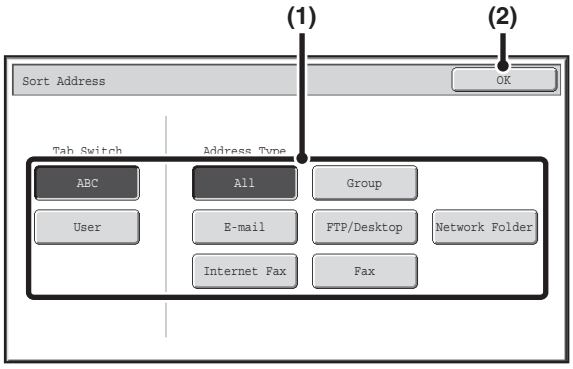
You can show destinations of only a specific transmission mode in the address book screen, or change the displayed index tabs from the alphabetical tabs to the custom tabs. The procedure for selecting destinations does not change.

1



Touch the [Sort Address] key.

2



Change the display mode.

(1) Touch the key of the mode or tab that you wish to display.

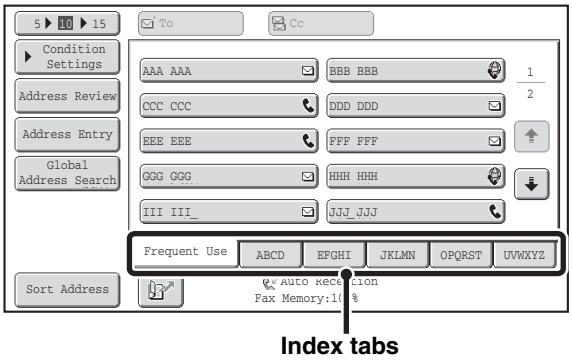
- To show only the one-touch keys of a particular send mode, touch the desired mode key under "Address Type".
- To change the index tabs to the custom indexes, touch the [User] key under "Tab Switch".

(2) Touch the [OK] key.

Index display

Indexes make it easy to search for a destination (one-touch key). Destinations are grouped on alphabetical index tabs. To display a stored destination, touch the appropriate index tab. It is convenient to store frequently used destinations in the [Frequent Use] index. Specify that a destination be displayed in the [Frequent Use] index when you store the destination.

☞ ADDRESS CONTROL (page 174)



Index tabs

The destinations can also be displayed in alphabetical order by initial.
Each time the displayed index tab is touched, the display order changes in the following order: search numbers (page 28), ascending names, descending names. When the display order is changed, the display order of the other index tabs also changes.

Ordered by search number (default) **Ascending names** **Descending names**



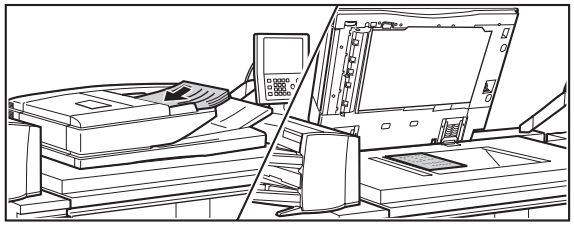
Index names can be changed using "Custom Index" in the system settings, allowing you to create groups of one-touch keys that can be easily recognized.

- **System Settings: CUSTOM INDEX (page 177)**
 This setting is used to store custom index names. The custom index where a one-touch key appears is specified when the transmission destination is stored in the key.
- **System Settings (Administrator): Disable Switching of Display Order**
 This is used to disable switching of the order of display of the one-touch keys in the address book screen. The currently selected display order will be the order that is used after this setting is enabled.

IMAGE SEND SEQUENCE

This section explains the basic procedure for sending an image. Select settings in the order shown below to ensure smooth transmission.
For the detailed procedures for selecting the settings, see the explanation of each setting in this manual.

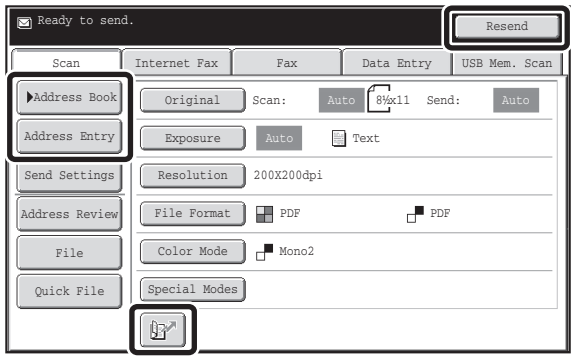
Place the original.



Place the original in the document feeder tray of the automatic document feeder, or on the document glass.

☞ ORIGINAL SIZES (page 24)
SENDING AN IMAGE IN SCAN MODE (page 36)
SENDING AN IMAGE IN USB MEMORY MODE (page 43)
SENDING A FAX IN INTERNET FAX MODE (page 48)
SENDING AN IMAGE IN FAX MODE (page 54)

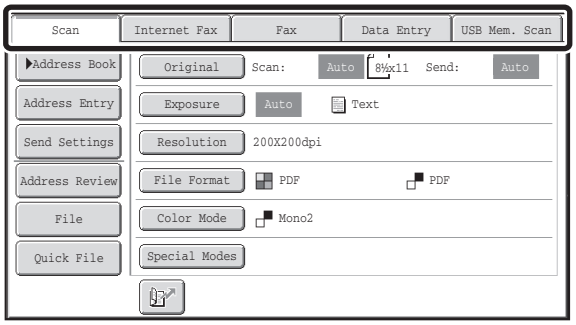
Enter the destination



Specify the destination of the scan transmission.

- [Address Book] key:
 ☞ RETRIEVING A DESTINATION FROM THE ADDRESS BOOK (page 25)
 RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK (page 30)
- [Address Entry] key:
 ☞ ENTERING AN ADDRESS MANUALLY (page 29)
- key:
 ☞ USING A SEARCH NUMBER TO RETRIEVE A DESTINATION (page 28)
- [Resend] key:
 ☞ USING THE RESEND FUNCTION (page 33)
- Numeric keys (fax mode):
 ☞ ENTERING A FAX NUMBER WITH THE NUMERIC KEYS (page 34)

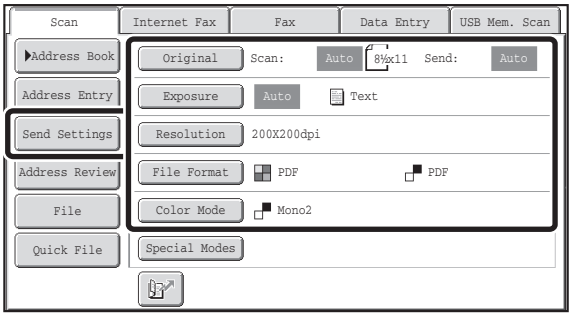
Change the mode.



Select the image send mode that you wish to use.

☞ BASE SCREEN (page 15)

Select settings



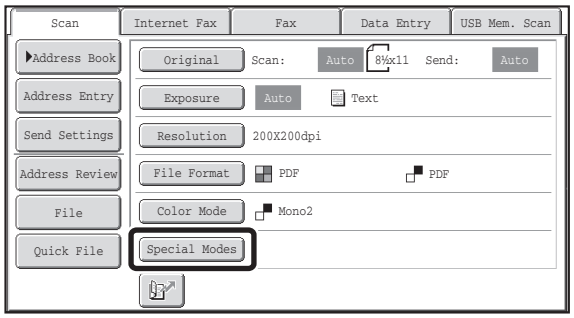
Settings can be selected for scanning the original.

☞ IMAGE SETTINGS (page 68)

☞ Send Settings

- Scan mode, Data entry mode: page 40
- USB memory mode (File Name): page 47
- Internet fax mode: page 51

Special mode settings



Special modes can be selected.

☞ 4. SPECIAL MODES (page 87)

Begin transmission

Transmission begins

Scan the original and send the fax.

If the original is placed on the document glass, follow these steps to start scanning and transmission:

(1) Press the [START] key ().

(2) When scanning is finished, replace the original with the next original.

(3) Press the [START] key ().

(4) Repeat (2) and (3) until all originals have been scanned.

(5) Touch the [Read-End] key.

When transmission ends, image settings and convenient special mode settings are cleared.

To cancel scanning...

Press the [STOP] key () to cancel the operation.

System Settings (Administrator): Default Display Settings

The settings can be kept in effect a fixed period of time after scanning is completed.

ORIGINAL SIZES

TRANSMITTABLE ORIGINAL SIZES

The following original sizes can be transmitted

	Minimum original size	Maximum original size
Using the automatic document feeder	5-1/8" (height) x 5-1/2" (width) (131 mm (height) x 140 mm (width))	11" (height) x 31-1/2"* (width) (297 mm (height) x 800 mm* (width))
Using the document glass	–	11" (height) x 17" (width) (297 mm (height) x 432 mm (width))

* A long original can be transmitted. (The original will be scanned in Mono2.)

THE SIZE OF THE PLACED ORIGINAL

When a standard size original is placed, the original size is automatically detected and displayed in "Scan" in the base screen.
When the automatic original detection function is operating and the original is a non-standard size, the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

☞ Specifying the original scan size (by paper size) (page 71)
Specifying the original scan size (by numerical values) (page 72)

Standard Sizes

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in the system settings (administrator). The factory default setting is "Inch-1".

List of original size detector settings

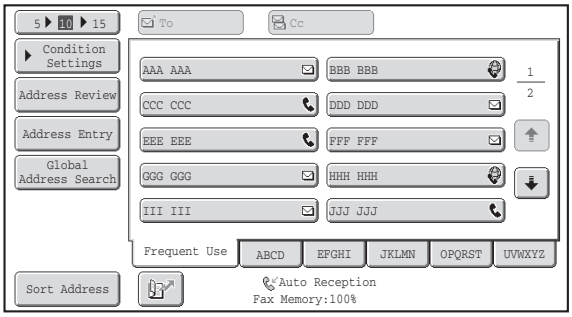
Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
Inch-2	11" x 17", 8-1/2" x 13" (216mm x 330mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216mm x 330mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
Inch-3	11" x 17", 8-1/2" x 13-2/5" (216mm x 340mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5" (216mm x 340mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, B4, A4, B5, B5R
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
AB-2	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13" (216mm x 330mm)	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 11", 8-1/2" x 13" (216mm x 330mm)
AB-3	A3, A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, A5R, B4, B5, B5R, 8K, 16K, 16KR, 11" x 17", 8-1/2" x 11", 8-1/2" x 13" (216mm x 330mm)
AB-4	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13-2/5" (216mm x 340mm)	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 11", 8-1/2" x 13-2/5" (216mm x 340mm)

2 ENTERING DESTINATIONS

This chapter explains how to specify destination addresses, including selecting an address from the address book and retrieving an address by entering a search number.

RETRIEVING A DESTINATION FROM THE ADDRESS BOOK

The address book screen shows stored destinations as one-touch keys.
The destinations are displayed in order by search number. To make it easy to find a destination, the destinations are grouped by name on alphabetical index tabs.



The address book screen shows the destinations of all modes of the image send function. Each one-touch key shows the name of the destination and an icon indicating the mode to be used.

Icon	Mode
	Fax
	Scan to E-mail
	Internet Fax
	Group key containing multiple destinations

Icon	Mode
	Scan to FTP
	Scan to Network Folder
	Scan to Desktop

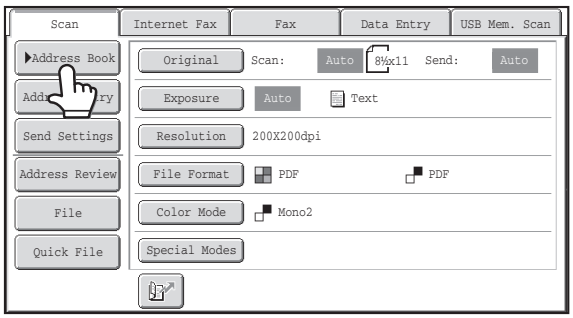
- For information on storing addresses in the address book, see "STORING DESTINATION ADDRESSES FOR EACH SCAN MODE IN THE ADDRESS BOOK" (page 11).
- To store destinations for Scan to Desktop, Network Scanner Tool must be installed from the CD-ROM that accompanies the network scanner expansion kit. For more information on storing destinations for Scan to Desktop, see "STORING A DESTINATION FOR SCAN TO DESKTOP" (page 12).

System Settings: ADDRESS BOOK (page 174)
This is used to store Scan to E-mail, Internet fax, and fax destinations in one-touch keys.

RETRIEVING A DESTINATION

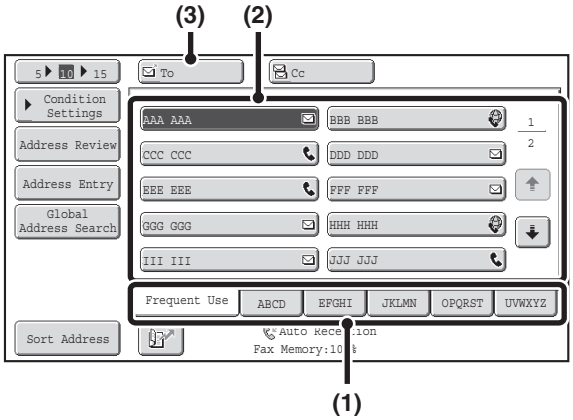
A destination is retrieved by selecting its one-touch key.

1



Touch the [Address Book] key.

2



Specify the destination.

(1) Touch the index tab where the destination is stored.

(2) Touch the one-touch key of the desired destination.

If you select an incorrect destination, touch the key again to cancel the selection.

(3) Touch the [To] key.

This enters the selected destination.
If you selected a one-touch key for a fax destination, this step is not necessary.

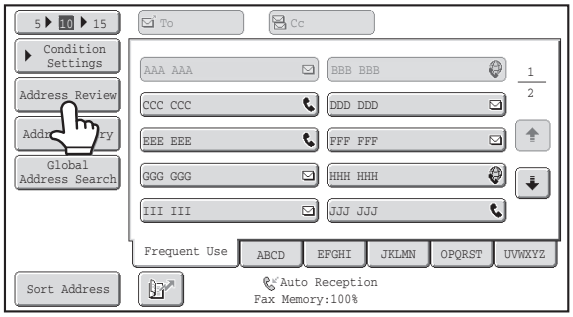
- It is convenient to store frequently used destinations in the [Frequent Use] index. Specify that a destination be displayed in the [Frequent Use] index when you store the destination.
☞ ADDRESS CONTROL (page 174)
- **To continue specifying other destinations...**
It is possible to specify multiple scan mode (Scan to E-mail, Scan to FTP, Scan to Desktop), Internet fax, and fax mode destinations when performing a broadcast transmission (maximum of 500 destinations). To specify multiple destinations, repeat (1) through (3) of this step. If "Must Input Next Address Key at Broadcast Setting" is enabled in the system settings (administrator), touch the [Next Address] key before specifying the next destination.
When performing Scan to E-mail, you can select a one-touch key and then touch the [Cc] key or the [Bcc] key to send Cc or Bcc copies of the e-mail.
- Fax mode:
If the network scanner expansion kit and Internet fax expansion kit are not installed, the [To] key and [Cc] key will not appear.

- **System Settings (Administrator): Settings to Disable Transmission**
This is used to prohibit the selection of destinations of modes that are prohibited in "Disable selection from address book".
- **System Settings (Administrator): Bcc Setting**
This setting enables or disables Bcc delivery. When enabled, the [Bcc] key appears in the address book screen.
- **System Settings (Administrator): Must Input Next Address Key at Broadcast Setting**
This setting determines whether or not the [Next Address] key can be omitted before specifying the next destination.
Factory default setting: the [Next Address] key can be omitted.

CHECKING AND DELETING THE SELECTED DESTINATIONS

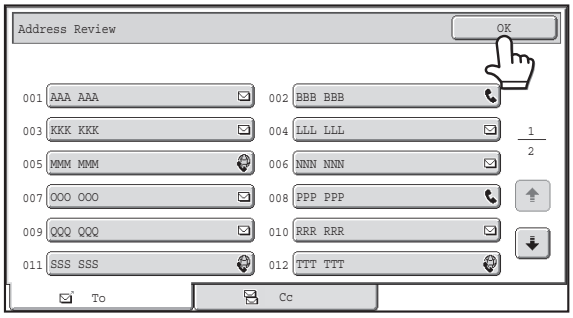
When multiple destinations have been selected, you can display and check the destinations. You can also delete a destination from the list (cancel selection of the destination).

1



Touch the [Address Review] key.

2

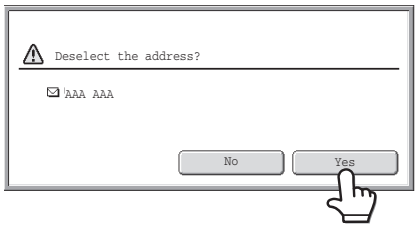


Check the destinations and then touch the [OK] key.

To check Cc or Bcc destinations, touch the corresponding tab.

To cancel a specified destination...

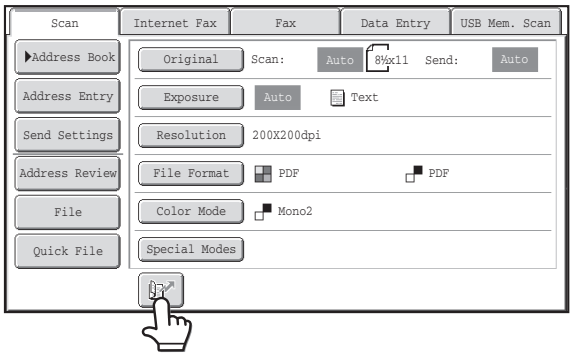
Touch the one touch-key of the destination that you wish to cancel. A message appears to confirm the cancelation. Touch the [Yes] key.



USING A SEARCH NUMBER TO RETRIEVE A DESTINATION

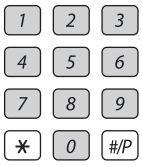
A destination stored in the address book can be retrieved using the key. This can be done in the base screen of any of the modes or in the address book screen.

1



Touch the key.

2



Enter the 3-digit search number of the address with the numeric keys.

When the 3-digit search number is entered, the stored address is retrieved and specified as a destination.

- The search number is programmed when the destination is stored in the address book.
- If you do not know the search number, print the one-touch address list using "Sending Address List" in the system settings.
- When entering search numbers such as "001" and "011", "0" can be omitted. For example to enter "001", enter "1" and touch the key or the [Next Address] key.

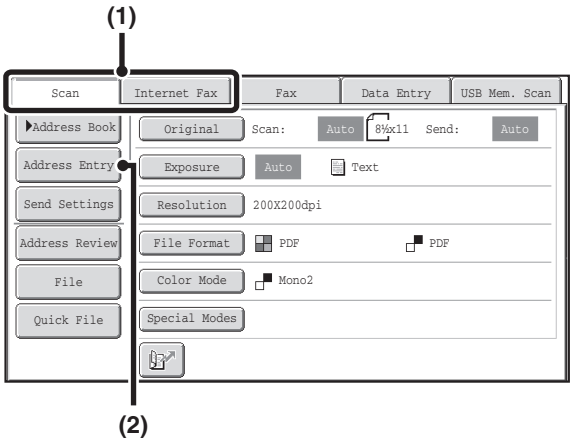
If an incorrect search number is entered...

Press the [CLEAR] key (C) to clear the number and enter the correct number.

ENTERING AN ADDRESS MANUALLY

Destination addresses for Scan to E-mail and Internet fax can be entered manually.
For manual entry (using the numeric keys) of fax destinations, see "ENTERING FAX NUMBERS" (page 34).

1



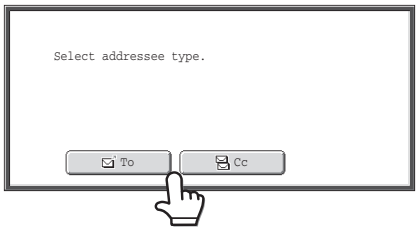
Display the address input screen.

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Address Entry] key.

You can also display the address entry screen by touching the [Address Entry] key in the address book screen.

2



Enter the destination address.

(1) If you are in scan mode, touch the key of the desired delivery method.

Normally the [To] key is touched. This specifies that the entered e-mail address will be a recipient.

(2) Enter the destination address in the text entry screen that appears.

Enter the destination address and touch the [OK] key. For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

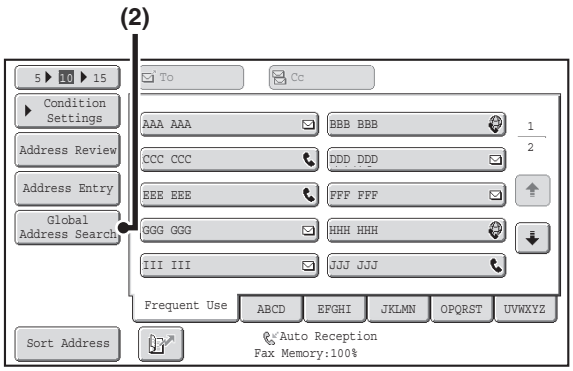
- If you wish the destination to be a Cc destination, touch the [Cc] key.
- The [Bcc] key only appears when Bcc has been enabled using "Bcc Setting" in the system settings (administrator). If you wish the destination to be a Bcc destination, touch the [Bcc] key.
- When Internet fax mode is selected, the base screen appears after the destination address is entered. However, if "I-Fax Reception Report On/Off Setting" is enabled in the system settings (administrator), the reception report request screen will appear. If you wish to receive a report, touch the [Yes] key. If not, touch the [No] key.

- **System Settings (Administrator): I-Fax Reception Report On/Off Setting**
 This setting is used to request a reception report when an Internet fax is sent. When the destination is specified by directly entering the address, a message will appear asking you if you wish to receive a report.
- **System Settings (Administrator): Bcc Setting**
 This setting enables or disables Bcc delivery. When enabled, the [Bcc] key appears in the address book screen and the delivery type selection screen.

RETRIEVING A DESTINATION FROM A GLOBAL ADDRESS BOOK

To use a global address book on the network to which the machine is connected, configure LDAP server settings in the Web pages. This will allow you to retrieve and use destinations that have been stored in the global address book.

1

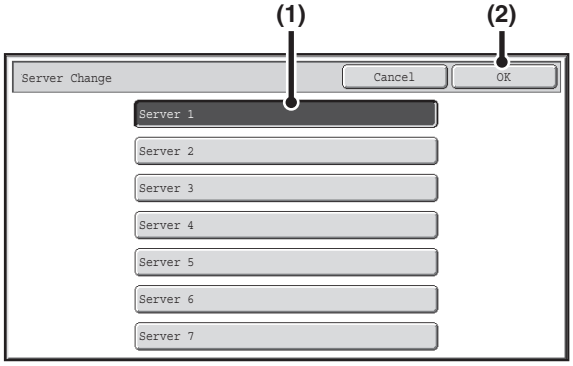


Open the global address search screen.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the [Global Address Search] key.

2



Search for the destination.

If only one LDAP server has been stored, (1) and (2) are not necessary. Go directly to (3).

(1) Touch the key of the LDAP server that you wish to use.

(2) Touch the [OK] key.

(3) Search for the destination in the search screen.

Enter search characters for the destination and touch the [Search] key. The search results will appear after a brief interval.

For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

How to search

Enter the search characters (maximum of 64 characters). The system will look for names starting with the entered letters.

An asterisk ✳ can be used as follows:

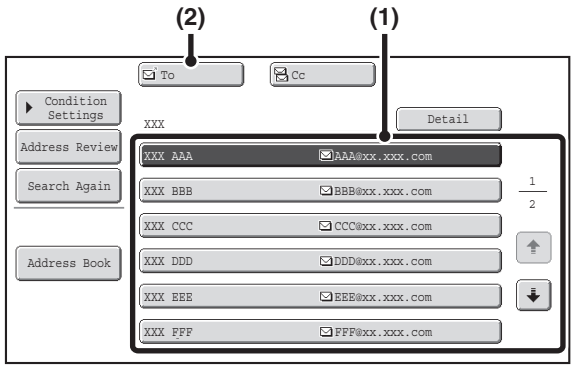
XXX✳:Names beginning with "XXX".

✳XXX:Names that end with "XXX".

✳XXX✳:Names that include "XXX".

AA✳XX:Names that start with "AA" and end with "XX".

3



Select the destination.

(1) Touch the key of the desired destination.

If no names are found that match the search characters, a message will appear. Touch the [OK] key to close the message and touch the [Search Again] key to search again.

(2) Touch the [To]* key.

This enters the selected destination.
If you wish to enter another destination, repeat (1) and (2) of this step.

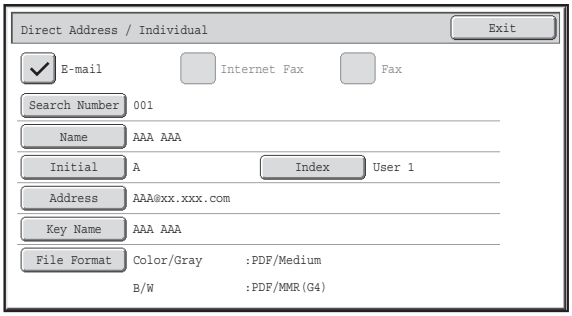
*If machine functionality has not been expanded to enable use of the network scanner function or Internet fax function, the [Add Selected] key will appear instead of the [To] key.

- If more than 30 matches are found, a message will appear in the screen. Touch the [OK] key to close the message. Up to 300 matches can appear. If no names are found that match the search letters, touch the [Search Again] key to search again using more search letters.
- **To check the information stored in a destination...**
 Touch the key of the destination and then touch the [Detail] key. The information stored for the selected destination will appear. Check the information and then touch the [OK] key to return to the search results screen.
- **If a screen for selecting the item of the destination to be used appears...**
 If the selected destination contains an e-mail address, an Internet fax address, and a fax number, select which item you wish to use. To select the item, touch the [E-mail], [Internet fax], or [Fax] key. However, if [Allow selection on operation panel] is not selected in "Global Address Book Settings" in the Web pages, the item of the mode specified in the Web pages will be used.

Storing a destination from a global address book in the machine's address book

A destination from a global address book can be stored in the machine's address book as a one-touch key.
Touch the [Detail] key in the search results screen of the global address book (the screen of step 3 on page 31) to display information on the selected destination. Touch the [Register] key in the detailed information screen and then touch the item to be used ([E-mail], [Internet Fax], or [Fax]). The address registration screen will appear.

Example: E-mail address registration screen



The stored information varies depending on the selected item (E-mail, Internet fax, or fax).

The information stored in the global address book is automatically entered. (The settings can be changed if needed. For detailed information on each item, see "ADDRESS CONTROL" (Page 174).) However, configure the items below manually.
To complete the storing procedure, touch the [Exit] key.

Items common to each mode

- [Initial] key: Enter the initials that determine where the destination will appear in the alphabetical index and the order of one-touch key display. Enter up to 5 characters for the initials.
- [Index] key: Select the custom index in which the address will appear. You can also select whether or not the destination will be included on the [Frequent Use] tab of the address book.

Scan to E-mail

- [File Format] key: Set the format for Scan to E-mail. Default format settings have already been configured; however, selecting format settings when you store a destination saves you the trouble of selecting the settings each time you transmit to that destination.

Internet fax

- [Compression] key: Touch this key to set the compression mode when sending an Internet fax.
- [I-Fax Report] key: Touch this key to request a reception report when sending an Internet fax.

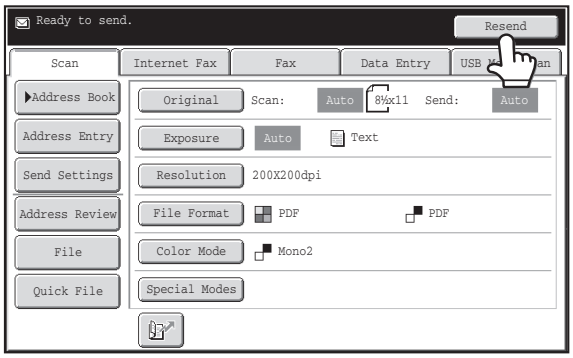
Fax

- [Mode] key: Touch this key to configure the "Transmission Speed" and "International Correspondence Mode" settings. These settings have already been configured, however, if the destination is an international destination, or if you find that communication errors frequently occur when communicating with that destination, you can try changing the settings.

USING THE RESEND FUNCTION

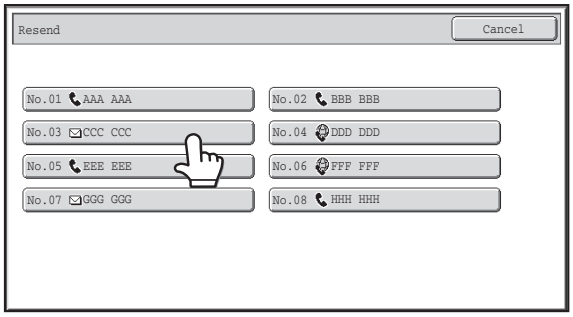
The destinations of the most recent 8 transmissions by Scan to E-mail, Internet fax and/or fax are stored. One of these can be selected to resend to that destination.

1



Touch the [Resend] key.

2



Touch the key of the desired address.

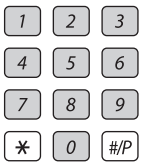
The last 8 addresses used for transmission are displayed. When a Scan to E-mail address is selected, a selection screen for the delivery method will appear. Normally the [To] key is selected in this screen.

- When the [Resend] key is touched and a destination selected, the mode of the selected destination is automatically selected.
- Resending is not possible to the following destinations.
 - A one-touch key in which multiple destinations are stored (group key).
 - Scan to FTP, Scan to Desktop, and Scan to Network Folder addresses.
 - Broadcasting destinations
 - Addresses used only for BCC delivery
 - Destinations transmitted to using a program
- Fax mode:
 If numeric keys were pressed during the previous transmission, the [Resend] key may not dial the correct number.

System Settings (Administrator): Settings to Disable Transmission
When "Disable [Resend] on Image Send Mode" is enabled, the resend function cannot be used.

ENTERING FAX NUMBERS

ENTERING A FAX NUMBER WITH THE NUMERIC KEYS



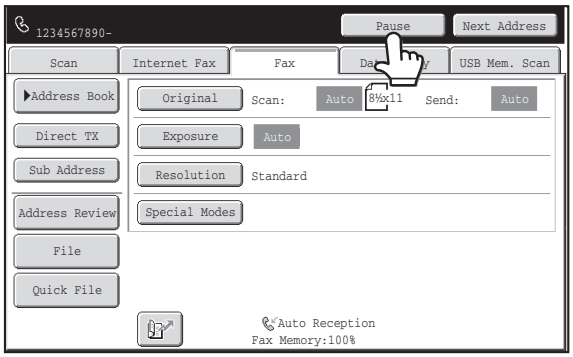
Enter the destination fax number with the numeric keys.

Take care to enter the correct number.

If an incorrect number is entered...
Press the [CLEAR] key (C) to clear the number and then enter the correct number.

Entering a pause between digits of the number

Enter a pause after the number used to dial out from a PBX (for example, after "0"), or after the country code when dialing an international number.



Touch the [Pause] key.

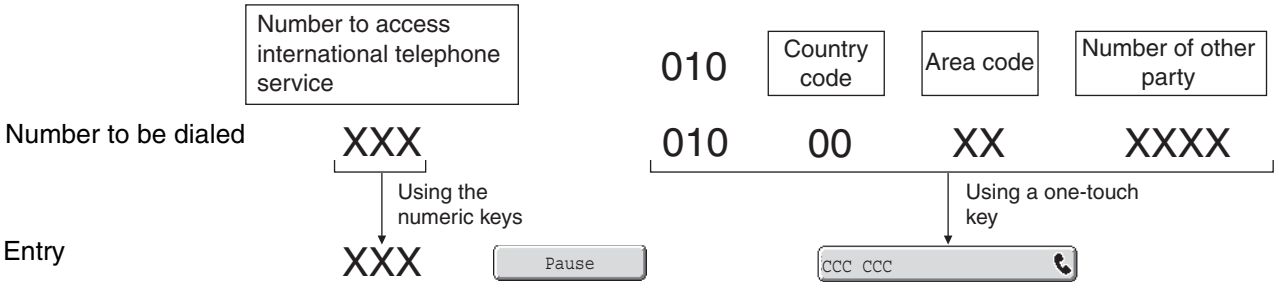
A hyphen "-" is entered when the [Pause] key is touched once.

System Settings (Administrator): Pause Time Setting
This is used to set the length of pauses. The default setting is 2 seconds.

CHAIN DIALING

Number sequences entered with the numeric keys and/or one-touch keys can be linked together with pauses and dialed as a single number.
Use chain dialing to dial a long number (such as an international number) when the country code and/or area code are stored separately in one-touch keys.

Example: Using chain dialing to dial an international number



System Settings (Administrator): Pause Time Setting
This is used to set the length of pauses. The default setting is 2 seconds.

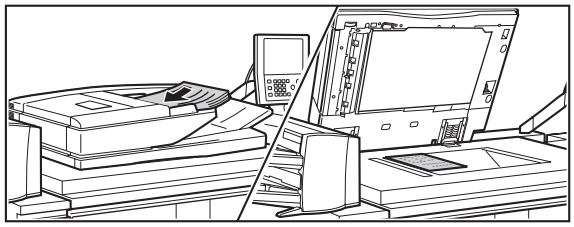
3 TRANSMITTING AN IMAGE

SENDING AN IMAGE IN SCAN MODE

This section explains the basic procedure for transmission in scan mode (Scan to E-mail, Scan to FTP, Scan to Desktop, and Scan to Network Folder).

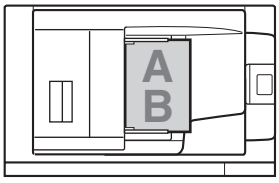
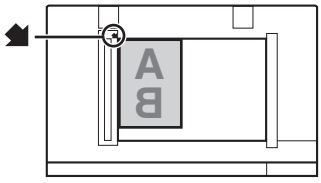
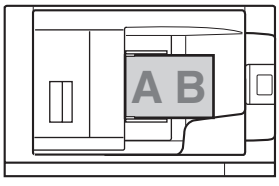
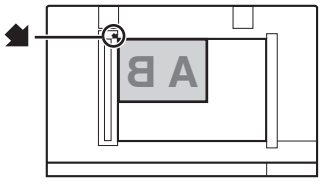
When a default address is configured in "Default Address Setting" in the system settings (administrator), the mode cannot be changed, the destination cannot be changed, and destinations cannot be added. If you wish to change the mode or destination, touch the [Cancel] key in the touch panel and then follow the procedure below.

1



Place the original.

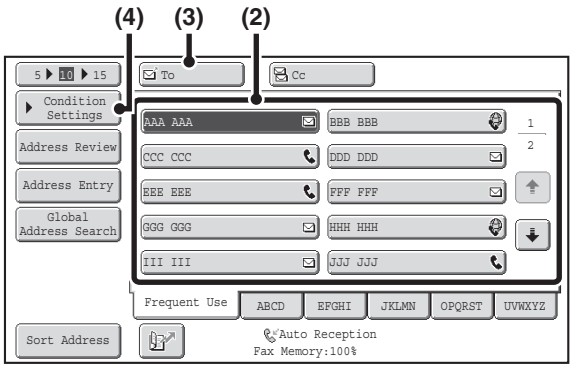
- When placing the originals, orient them as shown below.

Originals	Document feeder tray Place the original face up.	Document glass Place the original face down and align the corner with the tip of the arrow mark in the top left corner of the document glass scale.
Portrait orientation* A B		
Landscape orientation A B		

* To place a large portrait-oriented original, place it as shown above in "Landscape orientation" and specify the placement orientation in step 4.

- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

2



Specify the destination.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination.

The icon on the key indicates the type of destination stored in the key.

:Scan to E-mail
:Scan to FTP
:Scan to Network Folder
:Scan to Desktop

(3) Touch the [To] key.

The destination is specified.

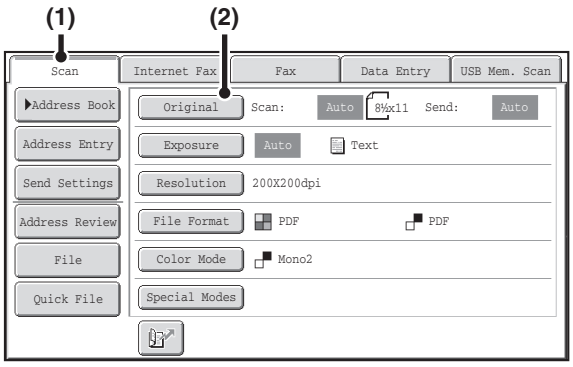
(4) Touch the [Condition Settings] key.

- After a one-touch key is touched, if the screen is changed without touching the [To] key, the destination is automatically specified.
- When performing Scan to E-mail, you can also send Cc or Bcc copies to other destinations. Touch the desired destination and then touch the [Cc] key or the [Bcc] key.
- Multiple destinations can be specified. To specify multiple destinations, repeat steps (2) and (3). Note that multiple destinations cannot be specified when a Scan to Network Folder destination is specified.
- You can also select multiple one-touch keys and then touch the [To] key (or the [Cc] or [Bcc] key) to specify all selected keys at once.
- In addition to specification by a one-touch key, a destination can also be specified by a search number. For a Scan to E-mail destination, you can enter an address manually or retrieve an address from a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).

System Settings (Administrator): Bcc Setting

This setting enables or disables Bcc delivery. When enabled, the [Bcc] key appears in the address book screen.

3



Display the original settings screen.

(1) Make sure that scan mode is selected.

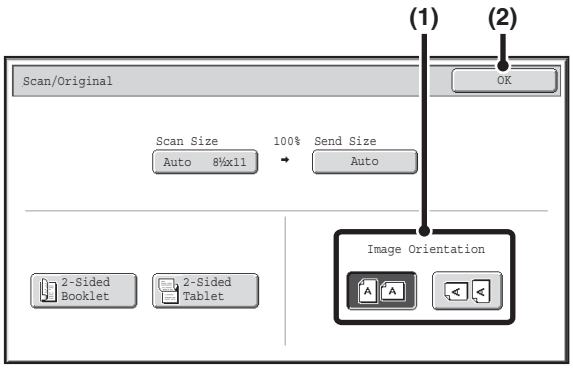
If scan mode is not selected, touch the [Scan] tab.

(2) Touch the [Original] key.

The current settings for [Original], [Exposure], [Resolution], [File Format], and [Color Mode] are indicated at the right of each key. To change a setting, touch the appropriate key. The [Color Mode] key will only appear if the color expansion kit has been installed.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), CHANGING THE FILE FORMAT (page 81), CHANGING THE COLOR MODE (page 85), 4. SPECIAL MODES (page 87)

4



Specify the orientation in which the original is placed.

To enable the original to be scanned in the correct orientation (the orientation of the top edge of the original that is shown at the top of the display), specify the orientation in which the original was placed in step 1.

(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 3.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

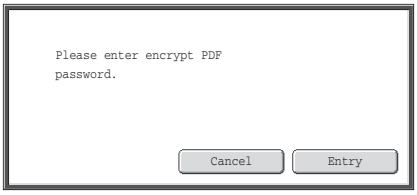
5

Press the [START] key ().

Scanning begins.

- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to the next step.
- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place.

- If the color expansion kit is installed and the color mode is set to [Auto], the color used in the original is automatically detected and scanning takes place in full color, grayscale, or mono2. If the color expansion kit is not installed, scanning takes place in mono2.
- If the file type is [Encrypt PDF], a password entry screen will appear when the [START] key () is pressed.

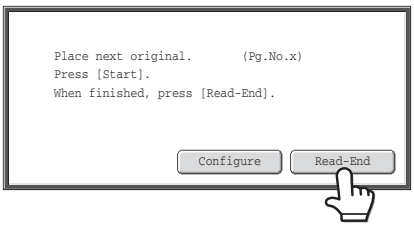


Touch the [Entry] key to open the keyboard screen, enter a password (maximum of 32 characters), and touch the [OK] key. The recipient must use the password entered here to open the encrypted PDF file.
To cancel encrypted PDF, touch the [Cancel] key. The format settings screen will appear to let you change the file type. Select a new file type and press the [START] key () to begin transmission.

6 If the original was placed on the document glass, replace it with the next original and press the [START] key ().

Repeat until all originals have been scanned.

7



Touch the [Read-End] key.

A beep will sound to indicate that the operation is completed.
Open the automatic document feeder and remove the original.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "Card Shot" is selected in the special modes, only the exposure can be changed when scanning an even-numbered original page.

- When scanning is completed, "Job stored." will be displayed together with a job control number. This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report. If the job is a broadcast transmission, this number will also appear in the key of the job in the job status screen. For this reason, making a note of the number is useful for checking the result.
- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop.
- When performing Scan to E-mail, take care not to send a file that is too large. In particular, multi-page files tend to be large. When sending a multi-page file or other large file, it may be necessary to reduce the number of scanned pages or reduce the send size.
- **Storing a mail signature**
 A signature can be automatically appended to the end of the body text of e-mail. This is convenient when you wish to have a corporate policy or other preset text appear at the bottom of e-mail messages. To store the text for the mail signature, click [Application Settings], [Network Scanner Settings] and then [Administration Settings] in the Web page menu. (Administrator rights are required.) Up to 900 characters can be entered. (The mail signature is not included in the maximum number of characters that can be entered in the e-mail message.)
 Use "Pre-Setting Mail Signature" in the system settings (administrator) to specify whether or not a mail signature is added.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

- **System Settings (Administrator): Image Send Settings**
 Use this to configure scanner transmission settings, including the default resolution and exposure settings, the default color mode and file format, the file compression method for broadcasting, the file size limit for Scan to E-mail, and the default sender and destination.
- **System Settings (Administrator): Pre-Setting Mail Signature**
 Use this setting to specify whether or not a mail signature is added at the end of e-mail messages. By factory default, a mail signature is not added.

CHANGING THE SUBJECT, FILE NAME, REPLY-TO, AND BODY TEXT

The subject, file name, reply-to, and body text can be changed when performing a scan transmission. Preset items can be selected or text can be directly entered.

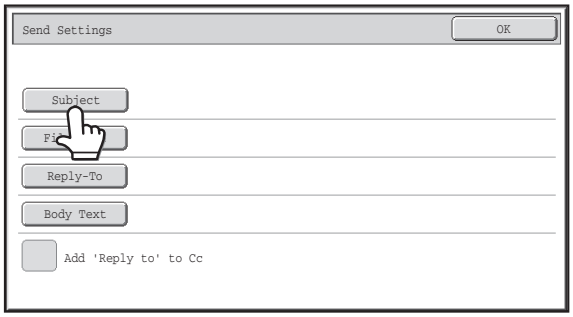
- When performing Scan to FTP, Scan to Desktop, or Scan to Network Folder, only the file name is used.
- If the subject and file name are not changed, the settings in the Web page are used.
- If the sender name is not changed, the name set in "Default Sender Set" in the system settings is used. If this is not configured, the reply address in [Network Settings] - [Services Settings] - [SMTP Settings] in the Web pages is used. (Administrator rights are required.)
- Selections for the subject, file name, and body text are configured by clicking [Application Settings] and then [Network Scanner Settings] in the Web page menu.
- For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

1 Touch the [Send Settings] key in the base screen.

☞ BASE SCREEN (page 16)

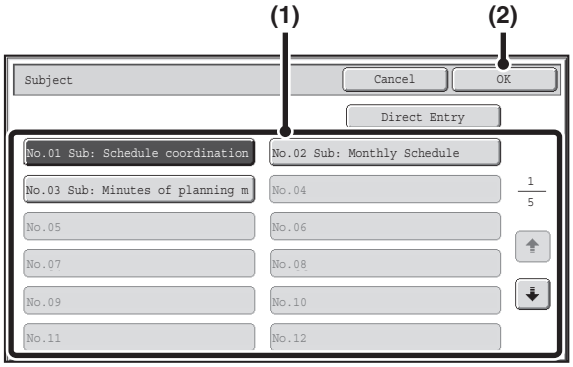
If you are sending to a Scan to FTP, Scan to Desktop, or Scan to Network Folder destination, go to step 4.

2



To change the subject, touch the [Subject] key.

3



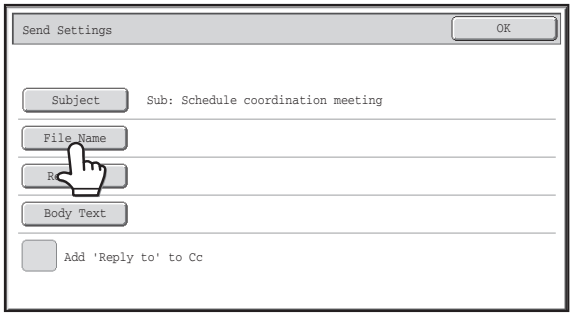
Enter the subject.

(1) Touch a pre-set text key.

(2) Touch the [OK] key.

- If you wish to directly enter the text, touch the [Direct Entry] key to open the text entry screen. Enter the text and touch the [OK] key.
- The text in a pre-set text key can be edited by touching the pre-set text key and then the [Direct Entry] key. The text entry screen will appear with the selected pre-set text entered. (When a destination is stored using the Web page, up to 80 characters can be entered. However, only 60 characters* can be edited in the touch panel.)
 * When the number of preset keys displayed is 6

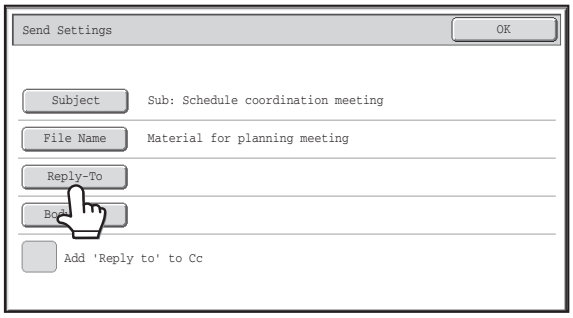
4



To change the file name, touch the [File Name] key.

- The file name is entered in the same way as the subject.
- If you are sending to a Scan to FTP, Scan to Desktop, or Scan to Network Folder destination, go to step 9.

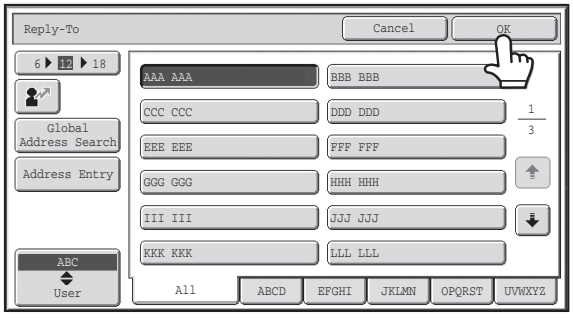
5



To change "Reply-To", touch the [Reply-To] key.

If user authentication is being used, the information of the user that logged in will be applied, and thus "Reply-To" cannot be changed.

6

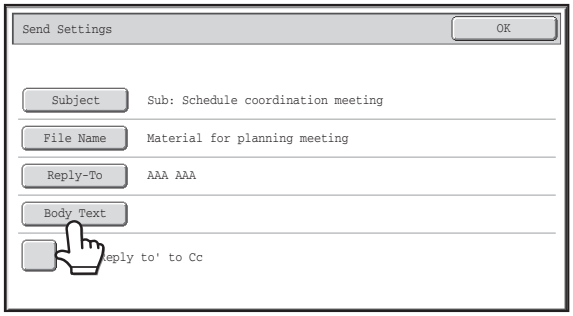


Specify a user for "Reply-To" and touch the [OK] key.

- Touch the key that you wish to use for "Reply-To".
- You can touch the [Global Address Search] key to specify a user stored in a global address book for "Reply-To". You can also touch the [Address Entry] key to directly enter an e-mail address.

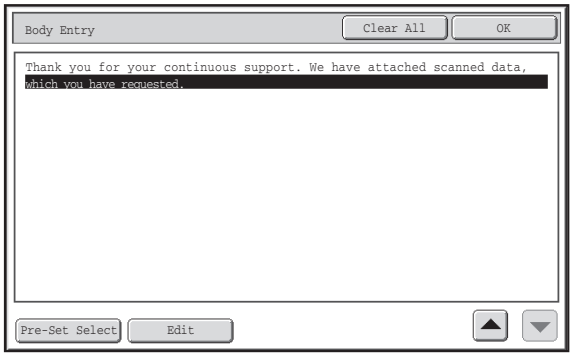
- To specify the return address, you can touch the key and enter a user number that has been previously stored using "User List" in the system settings (administrator).
- A key can only be selected for the return address if an e-mail address has been stored for that user in "User List" in the system settings (administrator).

7



To change the body text, touch the [Body Text] key.

8

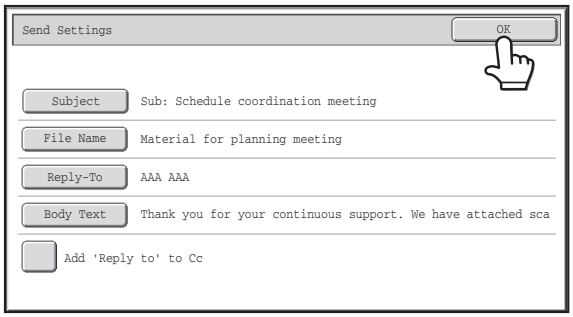


Enter the body text and touch the [OK] key.

- To select a pre-set message previously stored in the Web page, touch the [Pre-Set Select] key.
- To directly enter the message, touch the [Edit] key.

- 1800 characters can be entered. (A line break counts as one character.)
- To clear all entered text, touch the [Clear All] key. This key clears not only the selected line but also the entire message.
- Each line of the entered text can be selected with the keys. To edit the selected line, touch the [Edit] key. The text entry screen will appear with the selected text entered.

9



Touch the [OK] key.

The [Add 'Reply to' to Cc] checkbox can be selected to send a Cc copy to the sender.

When storing pre-set text for the subject and file name in the Web pages, up to 80 characters can be entered.

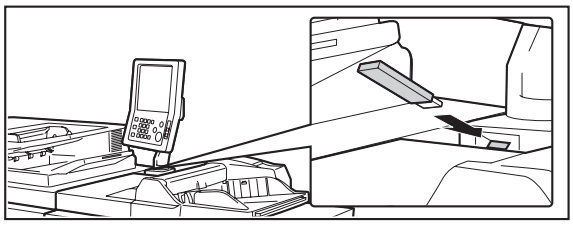
- **System Settings (Administrator): The Number of File Name/Subject/Body Keys Displayed Setting**
 The setting for the number of subject keys and file name keys displayed in one screen can be changed to 6, 12, or 18.
- **System Settings (Administrator): Default Sender Set**
 This is used to store the sender name and e-mail address that is used when a sender is not selected.

SENDING AN IMAGE IN USB MEMORY MODE

Follow the steps below to send a scanned image to a commercially available USB memory device that has been connected to the machine. This stores the file in the USB device.

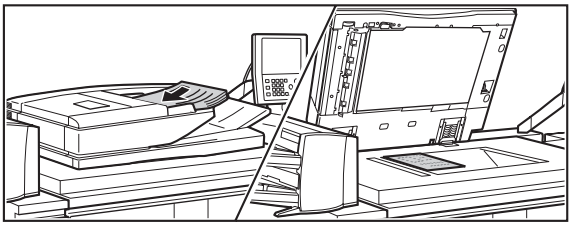
- Consult your dealer or retailer for USB memory devices that can be used.
- When a default address is configured in "Default Address Setting" in the system settings (administrator), the mode cannot be changed. To switch to USB memory mode, touch the [Cancel] key in the touch panel and then follow the steps below.

1



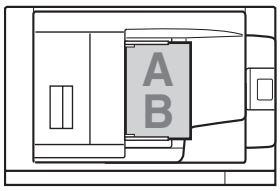
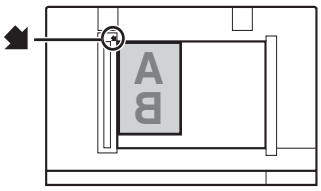
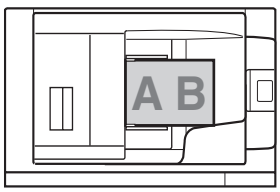
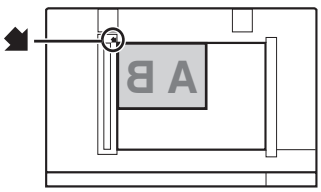
Connect the USB memory to the USB connector (Type A) on the machine.

2



Place the original.

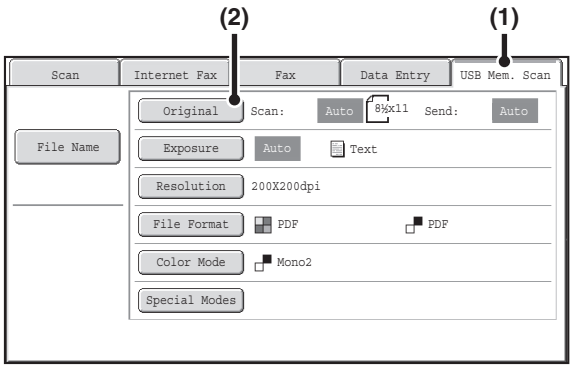
- When placing the originals, orient them as shown below.

Originals	Document feeder tray Place the original face up.	Document glass Place the original face down and align the corner with the tip of the arrow mark in the top left corner of the document glass scale.
Portrait orientation* 		
Landscape orientation 		

* To place a large portrait-oriented original, place it as shown above in "Landscape orientation" and specify the placement orientation in step 4.

- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

3



Switch to USB memory mode and display the image settings screen.

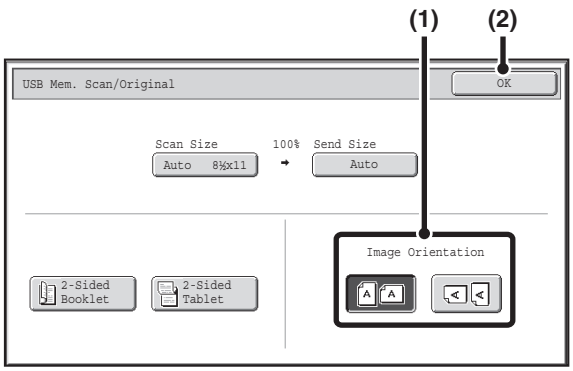
(1) Touch the [USB Mem. Scan] tab

(2) Touch the [Original] key.

- When scanning to USB memory, there is no need to specify the destination.
- If a destination of another mode has been previously specified, a message will appear when you change to USB memory mode indicating that the destination setting will be cleared. Touch the [OK] key in the message screen and go to the next step.
- The current settings for [Original], [Exposure], [Resolution], [File Format], and [Color Mode] are indicated at the right of each key. To change a setting, touch the appropriate key. The [Color Mode] key will only appear if the color expansion kit has been installed.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), CHANGING THE FILE FORMAT (page 81), CHANGING THE COLOR MODE (page 85), 4. SPECIAL MODES (page 87)

4



Specify the orientation in which the original is placed.

To enable the original to be scanned in the correct orientation (the orientation in which the top edge of the original appears at the top of the display), specify the orientation in which the original was placed in step 2.

(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 3.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

5 Press the [START] key ().

Scanning begins.

- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to the next step.
- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place. Go to step 8.

Do not disconnect the USB memory until "Sending data has been completed." appears in the touch panel.

- If the color expansion kit is installed and the color mode is set to [Auto], the color used in the original is automatically detected and scanning takes place in full color, grayscale, or mono2. If the color expansion kit is not installed, scanning takes place in mono2.
- If the file type is [Encrypt PDF], a password entry screen will appear when the [START] key () is pressed.

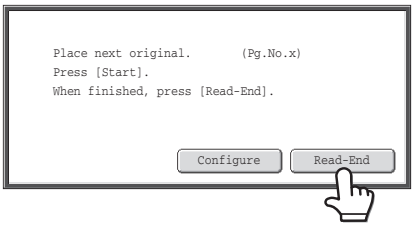


Touch the [Entry] key to open the keyboard screen, enter a password (maximum of 32 characters), and touch the [OK] key. The recipient must use the password entered here to open the encrypted PDF file.
To cancel encrypted PDF, touch the [Cancel] key. The format settings screen will appear to let you change the file type. Select a new file type and press the [START] key () to begin transmission.

6 If the original was placed on the document glass, replace it with the next original and press the [START] key ().

Repeat until all originals have been scanned.

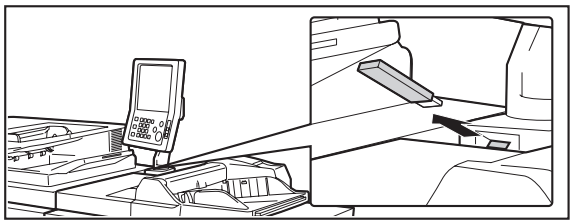
7 Touch the [Read-End] key.



A beep will sound to indicate that the operation is completed.
Open the automatic document feeder and remove the original.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "Card Shot" is selected in the special modes, only the exposure can be changed when scanning an even-numbered original page.

8



When "Sending data has been completed." appears in the touch panel, disconnect the USB memory.

Do not disconnect the USB memory while "Processing data." or "Sending data." appears in the touch panel.

- When transmission to USB memory is completed, "Sending data has been completed." is displayed. After a brief interval the message is cleared and the base screen of image send mode reappears. (The base screen of image send mode is the screen that appears when the [IMAGE SEND] key is touched.)
- **If the USB memory becomes full during scanning...**
 A message will appear and scanning will stop. The scanned data will not be stored. However, if the file format is set to JPEG and the [Specified Pages per File] checkbox is selected, files for which scanning is completed will be stored in USB memory.

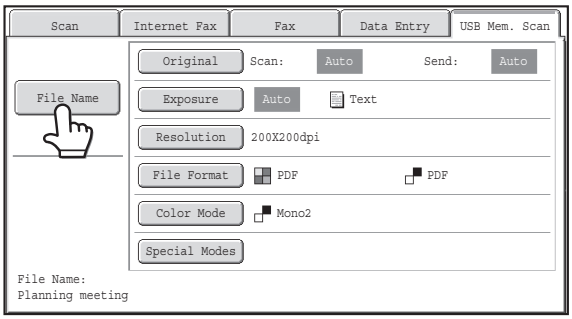
- **To cancel scanning...**
 Press the [STOP] key () to cancel the operation.
- **To cancel scanning to USB memory...**
 While scanned data is being stored in the USB memory, the message "Sending data." and the [Cancel] key appear in the touch panel. To cancel the storing operation, touch the [Cancel] key.

- **System Settings: USB-Device Check**
 This is used to check the connection of a USB device to the machine.
- **System Settings (Administrator): Scan Settings**
 This is used to set the default color mode and file format.
- **System Settings (Administrator): Disable Scan Function**
 The use of USB memory mode can be prohibited.

ENTERING A FILE NAME

The file name can be directly entered when performing a scan transmission.

- If the file name is not entered, the settings in the Web page are used.
- For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.



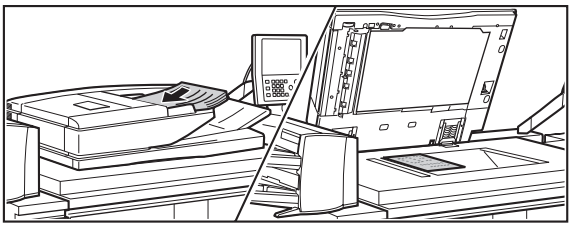
Touch the [File Name] key. A text entry screen will appear. Enter the file name and touch the [OK] key.

To edit the entered file name, touch the [File Name] key once again.

SENDING A FAX IN INTERNET FAX MODE

When a default address is configured in "Default Address Setting" in the system settings (administrator), the mode cannot be changed, the destination cannot be changed, and destinations cannot be added. To switch to Internet fax mode, touch the [Cancel] key in the touch panel and follow the steps below.

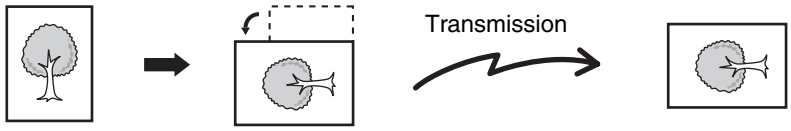
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

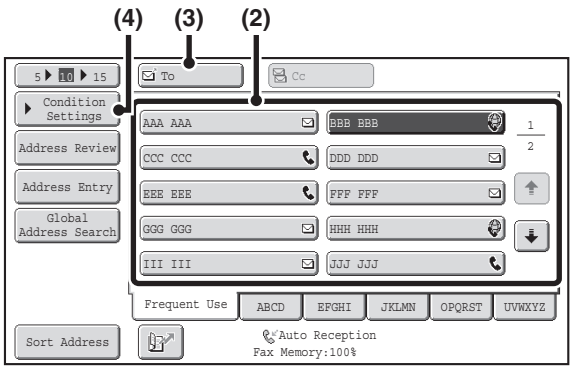
- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- **Image rotation**
 8-1/2" x 11" and 5-1/2" x 8-1/2"R (A4, B5R, and A5R) originals are rotated 90 degrees and transmitted in 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) orientation. 8-1/2" x 11"R and 5-1/2" x 8-1/2" (A4R, B5, and A5) originals cannot be rotated for transmission.



- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

System Settings (Administrator): Rotation Sending Setting
This is used to select whether or not a scanned original image is rotated before transmission.
The factory default setting is: rotate 8-1/2" x 11" to 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R to 5-1/2" x 8-1/2" (A4 to A4R, B5R to B5, and A5R to A5).

2



Specify the destination.

(1) Touch the [Address Book] key in the base screen.

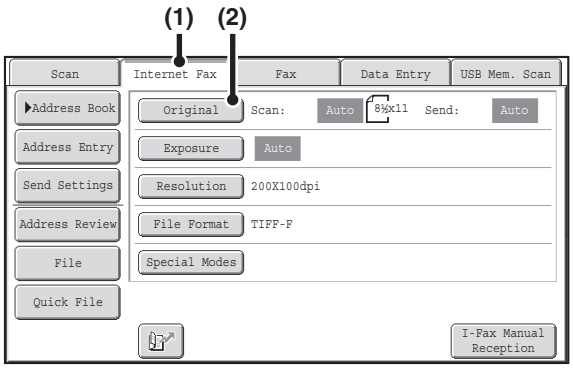
(2) Touch the key of the desired destination.
The icon appears in one-touch keys in which Internet fax addresses are stored.

(3) Touch the [To] key.
The destination is specified.

(4) Touch the [Condition Settings] key.

- After a one-touch key is touched, if the screen is changed without touching the [To] key, the destination is automatically specified.
- In addition to specification by a one-touch key, a destination can also be specified by a search number. You can also manually enter a destination or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).

3



Display the original settings screen.

(1) Make sure that Internet fax mode is selected.

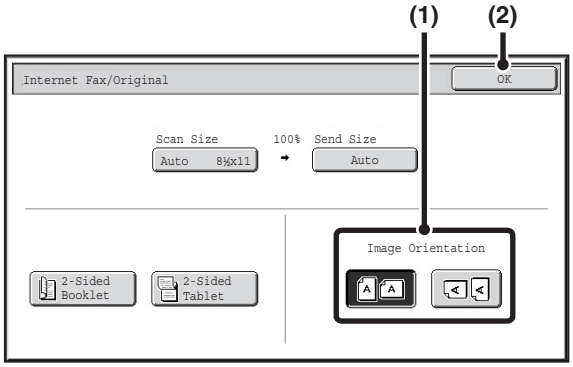
If Internet fax mode is not selected, touch the [Internet fax] tab.

(2) Touch the [Original] key.

The current settings for [Original], [Exposure], [Resolution], and [File Format] are indicated at the right of each key. To change a setting, touch the appropriate key.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page 70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), CHANGING THE FILE FORMAT (page 81), 4. SPECIAL MODES (page 87)

4



Specify the orientation in which the original is placed.

When specifying the orientation of the image to be transmitted, specify the orientation of the original placed in step 1.

(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 3.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

5

Press the [START] key ().

Scanning begins.

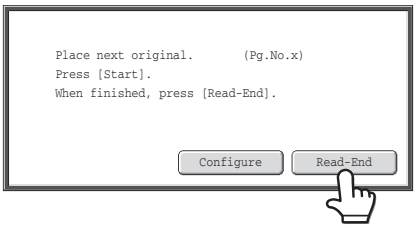
- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to the next step.
- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed and transmission will take place.

6

If the original was placed on the document glass, replace it with the next original and press the [START] key ().

Repeat until all originals have been scanned.

7



Touch the [Read-End] key.

A beep will sound to indicate that the operation is completed.
Open the automatic document feeder and remove the original.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "2in1" or "Card Shot" is selected in the special modes, only the exposure can be changed when scanning an even-numbered original page.

- When scanning is completed, "Job stored." will be displayed together with a job control number. This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report. If the job is a broadcast transmission, this number will also appear in the key of the job in the job status screen. For this reason, making a note of the number is useful for checking the result.
- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop.
- **Storing a mail signature**
 A signature can be automatically appended to the end of the body text of e-mail. This is convenient when you wish to have a corporate policy or other preset text appear at the bottom of e-mail messages. To store the text for the mail signature, click [Application Settings], [Network Scanner Settings] and then [Administration Settings] in the Web page menu. (Administrator rights are required.) Up to 900 characters can be entered. (The mail signature is not included in the maximum number of characters that can be entered in the e-mail message.)
 Use "Pre-Setting Mail Signature" in the system settings (administrator) to specify whether or not a mail signature is added.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

- **System Settings (Administrator): I-Fax Send Settings**
 This is used to select Internet fax transmission settings such as the receive report setting, rotation setting, size restriction setting, and sender information attachment setting.
- **System Settings (Administrator): Pre-Setting Mail Signature**
 Use this setting to specify whether or not a mail signature is added at the end of e-mail messages. By factory default, a mail signature is not added.

CHANGING THE SUBJECT, FILE NAME, AND BODY TEXT

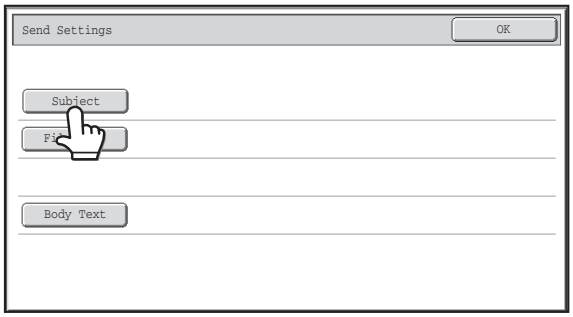
The subject, file name, and body text can be changed when performing an Internet fax transmission. Preset items can be selected or text can be directly entered.

- If the subject and file name are not changed, the settings in the Web page are used.
- Selections for the subject, file name, and body text are configured by clicking [Application Settings] and then [Network Scanner Settings] in the Web page menu.
- For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

1 Touch the [Send Settings] key in the base screen.

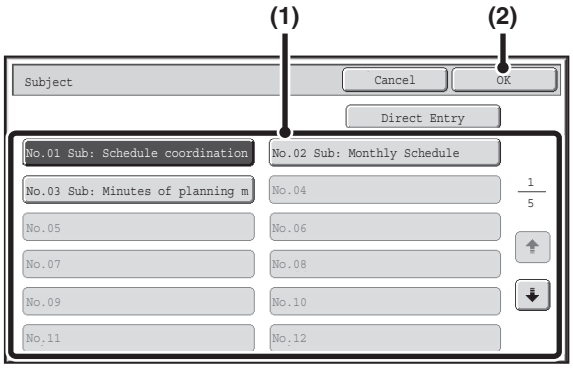
☞ BASE SCREEN (page 16)

2



To change the subject, touch the [Subject] key.

3



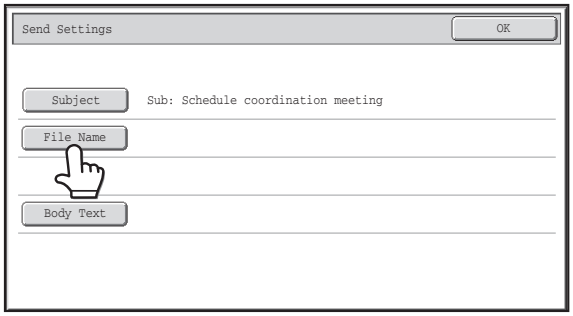
Enter the subject.

(1) Touch a pre-set text key.

(2) Touch the [OK] key.

- If you wish to directly enter the text, touch the [Direct Entry] key to open the text entry screen. Enter the text and touch the [OK] key.
- The text in a pre-set text key can be edited by touching the pre-set text key and then the [Direct Entry] key. The text entry screen will appear with the selected pre-set text entered. (When a destination is stored using the Web page, up to 80 characters can be entered. However, only 60 characters* can be edited in the touch panel.)
 * When the number of preset keys displayed is 6.

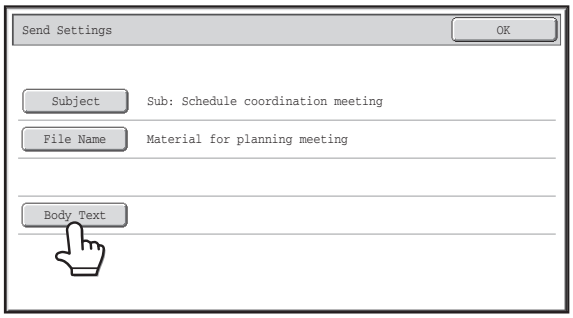
4



To change the file name, touch the [File Name] key.

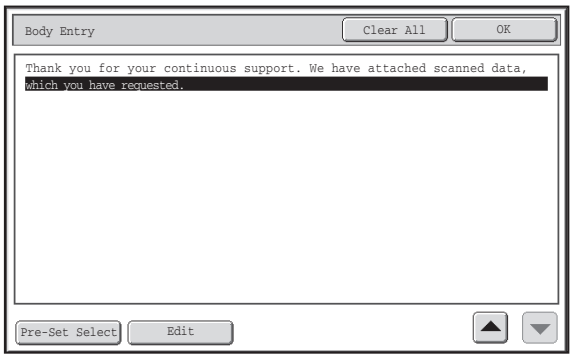
The file name is entered in the same way as the subject.

5



To change the body text, touch the [Body Text] key.

6

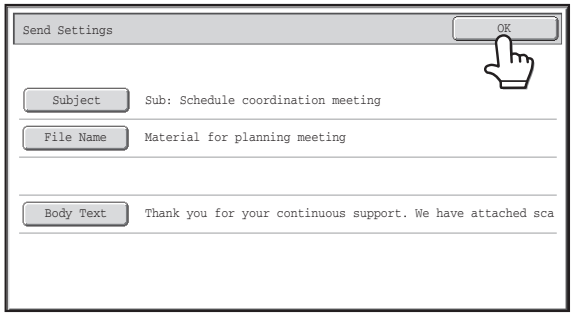


Enter the body text and touch the [OK] key.

- To select a pre-set message previously stored in the Web page, touch the [Pre-Set Select] key.
- To directly enter the message, touch the [Edit] key.

- 1800 characters can be entered. (A line break counts as one character.)
- To clear all entered text, touch the [Clear All] key. This key clears not only the selected line but also the entire message.
- Each line of the entered text can be selected with the keys. To edit the selected line, touch the [Edit] key. The text entry screen will appear with the selected text entered.

7



Touch the [OK] key.

When storing pre-set text for the subject and file name in the Web pages, up to 80 characters can be entered.

System Settings (Administrator): The Number of File Name/Subject/Body Keys Displayed Setting
The setting for the number of subject keys and file name keys displayed in one screen can be changed to 6, 12, or 18.

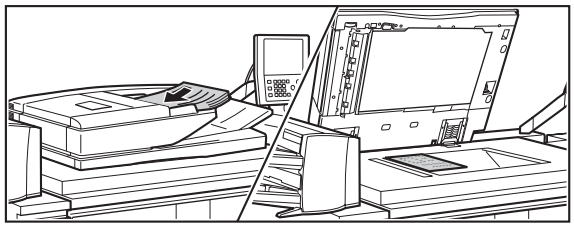
SENDING AN IMAGE IN FAX MODE

When a default address is configured in "Default Address Setting" in the system settings (administrator), the mode cannot be changed, the destination cannot be changed, and destinations cannot be added. To switch to Internet fax mode, touch the [Cancel] key in the touch panel and follow the steps below.

MEMORY TRANSMISSION MODE

Normally this mode is used. The originals will be scanned into memory and then transmitted (memory transmission).If multiple originals are placed in the automatic document feeder and the machine is not busy with another transmission job, transmission will begin as soon as the first original is scanned and will continue while the remaining originals are scanned (quick online transmission). If transmission cannot begin immediately because the line is in use, all pages will be scanned into memory and the transmission will be reserved.

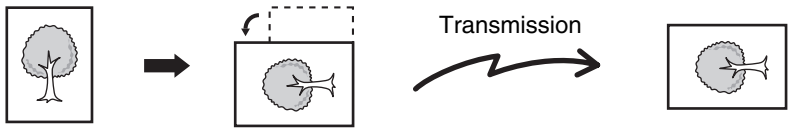
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

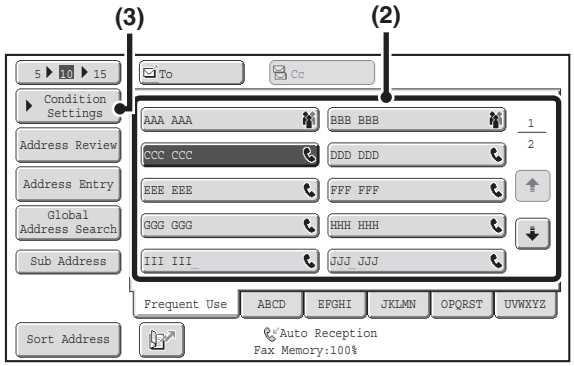
- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- **Image rotation**
 8-1/2" x 11" and 5-1/2" x 8-1/2"R (A4, B5R, and A5R) originals are rotated 90 degrees and transmitted in 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) orientation. 8-1/2" x 11"R and 5-1/2" x 8-1/2" (A4R, B5, and A5) originals cannot be rotated for transmission.



- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

System Settings (Administrator): Rotation Sending Setting
This is used to select whether or not a scanned original image is rotated before transmission.
The factory default setting is: rotate 8-1/2" x 11" to 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R to 5-1/2" x 8-1/2" (A4 to A4R, B5R to B5, and A5R to A5).

2



Specify the destination.

(1) Touch the [Address Book] key in the base screen.

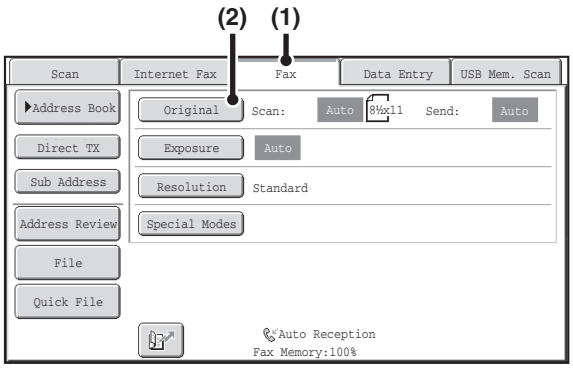
(2) Touch the key of the desired destination.

The icon appears in one-touch keys that contain fax numbers.

(3) Touch the [Condition Settings] key.

- There is no need to touch the [To] key.
- If the network scanner expansion kit and Internet fax expansion kit are not installed, the [To] key and [Cc] key will not appear.
- In addition to specification by a one-touch key, a destination can also be specified by a search number. You can also manually enter a destination or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).

3



Display the original settings screen.

(1) Make sure that fax mode is selected.

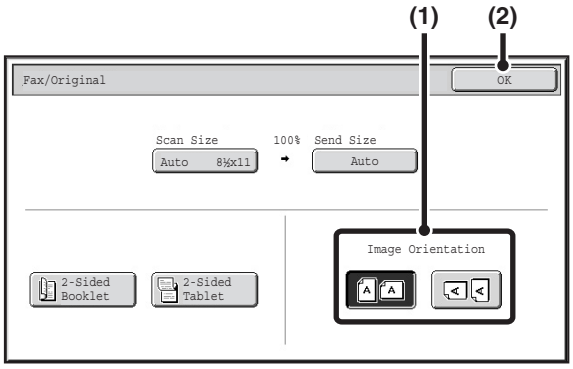
If fax mode is not selected, touch the [Fax] tab.

(2) Touch the [Original] key.

The current settings for [Original], [Exposure], and [Resolution], are indicated at the right of each key. To change a setting, touch the appropriate key.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page 70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), 4. SPECIAL MODES (page 87)

4



Specify the orientation in which the original is placed.

When specifying the orientation of the image to be transmitted, specify the orientation of the original placed in step 1.

(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 3.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

5

Press the [START] key ().

Scanning begins.

- If the original is placed on the document glass, the [Read-End] key appears in the touch panel. If the original is only one page, go to step 7. To scan more pages, go to the next step.
- If the original was inserted in the document feeder tray, a beep will sound when scanning is completed.

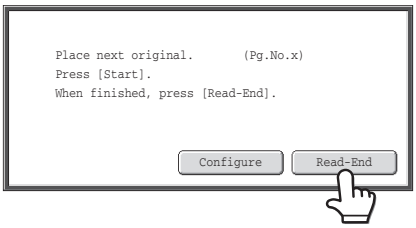
If "Fax Dest. Confirmation Mode" is enabled in the system settings (administrator), a destination confirmation message will appear. See "FAX DESTINATION CONFIRMATION MODE" (page 61).

6

If the original was placed on the document glass, replace it with the next original and press the [START] key ().

Repeat until all originals have been scanned.

7



Touch the [Read-End] key.

A beep sounds.
Open the automatic document feeder and remove the original.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when "2in1" or "Card Shot" is selected in the special modes, only the exposure can be changed when scanning an even-numbered original page.

- When scanning is completed, "Job stored." will be displayed together with a job control number. This number can be used to locate the job in the Transaction Report or in the Image Sending Activity Report. If the job is a broadcast transmission, this number will also appear in the key of the job in the job status screen. For this reason, making a note of the number is useful for checking the result.
- If a fax is being received when the transmission operation is performed, the transmission will be reserved and transmission will take place after fax reception is completed.
- If the memory becomes full while the originals are being scanned, a message will appear and scanning will stop. If Quick Online transmission is taking place, the originals that were scanned will be transmitted. If Quick Online is not enabled, the transmission will be canceled.
- If memory becomes full while the first original page is being scanned, transmission will stop.
- When the document glass is being used for a transmission, Quick Online transmission will not operate.
- In the following situations, the transmission will be automatically reserved (memory transmission)
 - When the line is busy or a communication error occurs and automatic resending is enabled.
 ☞ WHEN THE LINE IS BUSY (page 62), WHEN A COMMUNICATION ERROR OCCURS (page 62)
 - The machine is already using the line to send or receive a fax.
 - Another fax transmission was reserved ahead of your fax.
 - One of the following functions is being used for transmission.
 Broadcast transmission, F-code transmission, timer transmission, dual page scan, card shot, job build mode, original count
 - The document glass is being used (except when the speaker is being used to dial).
- Up to 94 transmission jobs can be reserved.
- When the transmission is finished, the scanned original pages are cleared from memory. However, when the document filing function is used, the transmitted fax is stored.
 ☞ Document Filing Guide
- When a fax transmission or reception is already in progress, the following procedure can be performed to reserve a transmission job. To check reserved transmission jobs, display the job status screen.
 ☞ 8. CHECKING THE STATUS OF TRANSMISSION/RECEPTION JOBS (page 161)

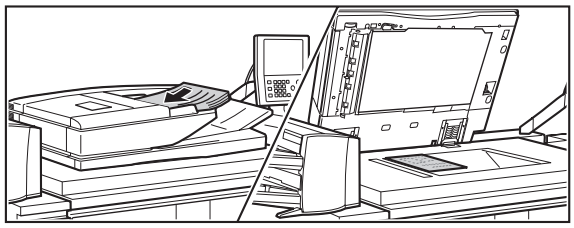
To cancel scanning...
Press the [STOP] key () to cancel the operation.

System Settings (Administrator): Scan Complete Sound Setting
The scan complete sound can be selected.
System Settings (Administrator): Quick On Line Sending
This is used to disable Quick Online transmission. In this case, faxes will be sent by memory transmission (reserved and then transmitted).

DIRECT TRANSMISSION MODE

If you wish to send a fax ahead of other previously reserved fax transmissions, use direct transmission mode. The original is transmitted directly to the receiving fax machine without being scanned into memory. When direct transmission mode is used, transmission will begin as soon as the transmission in progress is completed (ahead of any previously reserved transmissions).
When sending a fax from the document glass in direct transmission mode, only one page can be transmitted.

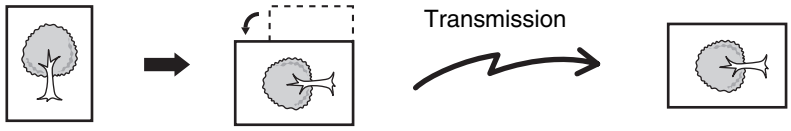
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

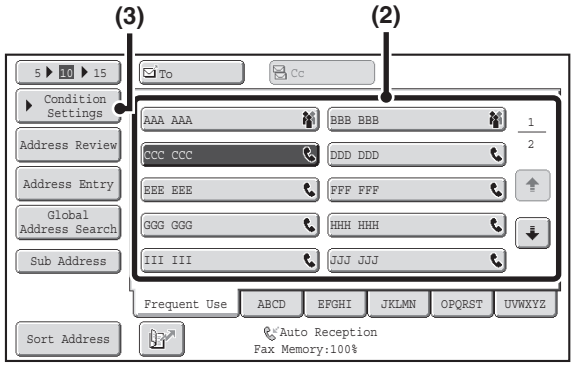
- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- **Image rotation**
 8-1/2" x 11" and 5-1/2"x8-1/2"R (A4, B5R, and A5R) originals are rotated 90 degrees and transmitted in 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) orientation. 8-1/2" x 11"R and 5-1/2" x 8-1/2" (A4R, B5, and A5) originals cannot be rotated for transmission.



- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

System Settings (Administrator): Rotation Sending Setting
This is used to select whether or not a scanned original image is rotated before transmission.
The factory default setting is: rotate 8-1/2" x 11" to 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R to 5-1/2" x 8-1/2" (A4 to A4R, B5R to B5, and A5R to A5).

2



Enter the destination fax number.

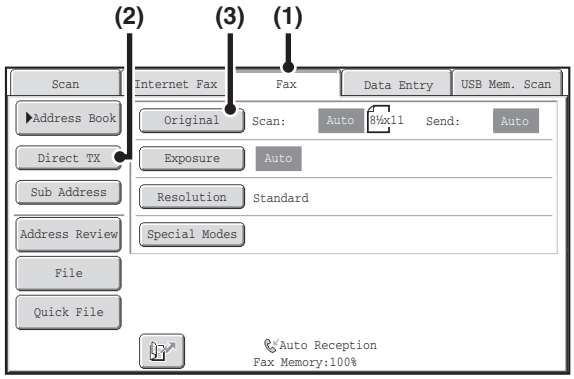
(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination. The icon appears in one-touch keys that contain fax numbers.

(3) Touch the [Condition Settings] key.

- Only one destination can be entered. A one-touch key in which multiple destinations are stored (group key) cannot be used.
- There is no need to touch the [To] key.
- If the network scanner expansion kit and Internet fax expansion kit are not installed, the [To] key and [Cc] key will not appear.
- In addition to specification by a one-touch key, a destination can also be specified by a search number. You can also manually enter a destination or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).

3



Change to direct transmission mode and display the original settings screen.

(1) Make sure that fax mode is selected.

If fax mode is not selected, touch the [Fax] tab.

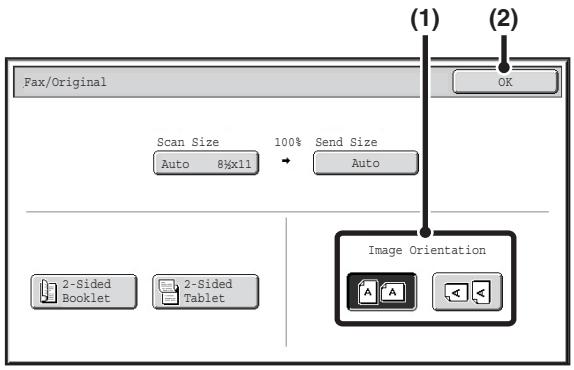
(2) Touch the [Direct TX] key.

(3) Touch the [Original] key.

The current settings for [Original], [Exposure], and [Resolution] are indicated at the right of each key. To change a setting, touch the appropriate key.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page 70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), 4. SPECIAL MODES (page 87)

4



Specify the orientation in which the original is placed.

When specifying the orientation of the image to be transmitted, specify the orientation of the original placed in step 1.

(1) Touch the appropriate orientation key.

If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 3.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

5

Press the [START] key ().

Transmission begins.

If "Fax Dest. Confirmation Mode" is enabled in the system settings (administrator), a destination confirmation message will appear. For more information, see "FAX DESTINATION CONFIRMATION MODE" (page 61).

To cancel transmission...

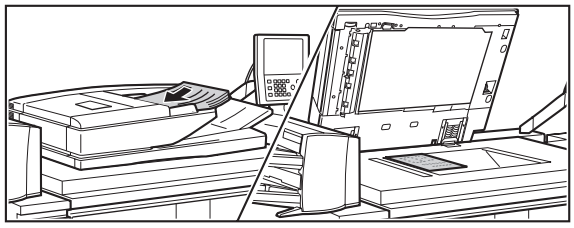
While "Dialing. Press [] to cancel" appears in the display, press the [STOP] key ().

- The following functions cannot be used with direct transmission:
 Program, Timer, 2in1, Card Shot, Job Build, Original Count, Polling Memory, File, Quick File, 2-Sided Original Scanning, Global Address Search
- Resending will not take place when a direct transmission is not successful due to a communication error or other reason.
- If a fax transmission is already in progress when the direct transmission operation is performed, the direct transmission will wait until the previous transmission is finished. When the previous transmission is completed, the direct transmission will begin. While the job is waiting for transmission, you can press the [JOB STATUS] key to display the job status screen. No other operations can be performed.
 ☞ 8. CHECKING THE STATUS OF TRANSMISSION/RECEPTION JOBS (page 161)
- When transmission in direct transmission mode ends, the mode automatically changes back to memory transmission mode.

TRANSMISSION USING THE SPEAKER

When the speaker is used to dial, the fax is sent after the number is dialed and the connection is established. If a person answers, you will be able to hear his or her voice, but you will not be able to speak.
When the speaker is used and the original is sent from the document glass, only one original page can be sent per transmission.

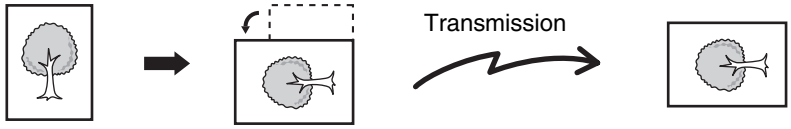
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

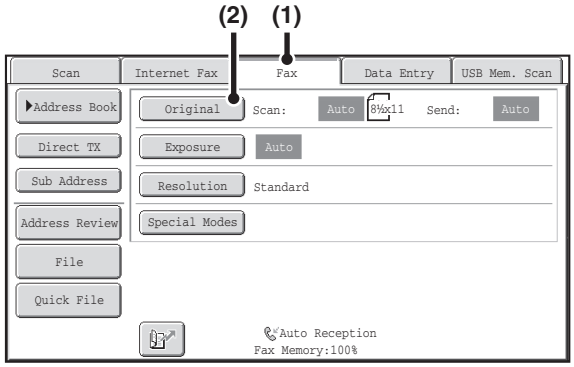
- Place 5-1/2" x 8-1/2" (A5) size originals in portrait (vertical) orientation (). If placed in landscape (horizontal) orientation (), an incorrect size will be detected. For a 5-1/2" x 8-1/2"R (A5R) size original, enter the original size manually.
- **Image rotation**
 8-1/2" x 11" and 5-1/2" x 8-1/2"R (A4, B5R, and A5R) originals are rotated 90 degrees and transmitted in 8-1/2" x 11"R or 5-1/2" x 8-1/2" (A4R, B5, or A5) orientation. 8-1/2" x 11"R and 5-1/2" x 8-1/2" (A4R, B5, and A5) originals cannot be rotated for transmission.



- Originals cannot be scanned in succession from both the automatic document feeder and the document glass and sent in a single transmission.

System Settings (Administrator): Rotation Sending Setting
This is used to select whether or not a scanned original image is rotated before transmission.
The factory default setting is: rotate 8-1/2" x 11" to 8-1/2" x 11"R, and 5-1/2" x 8-1/2"R to 5-1/2" x 8-1/2" (A4 to A4R, B5R to B5, and A5R to A5).

2



Switch to fax mode and display the image settings screen.

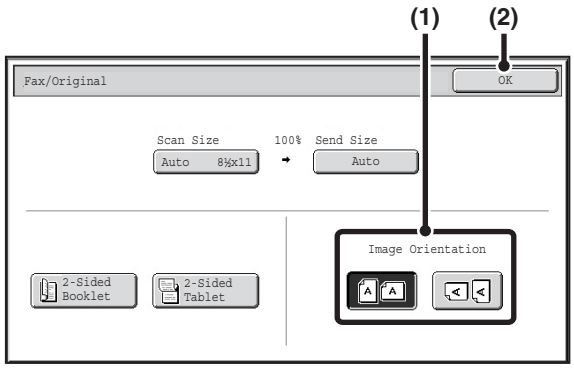
(1) Touch the [Fax] tab.

(2) Touch the [Original] key.

The current settings for [Original], [Exposure], and [Resolution] are indicated at the right of each key. To change a setting, touch the appropriate key.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page 70), CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76), CHANGING THE RESOLUTION (page 78), 4. SPECIAL MODES (page 87)

3



Specify the orientation in which the original is placed.

When specifying the orientation of the image to be transmitted, specify the orientation of the original placed in step 1.

(1) Touch the appropriate orientation key.

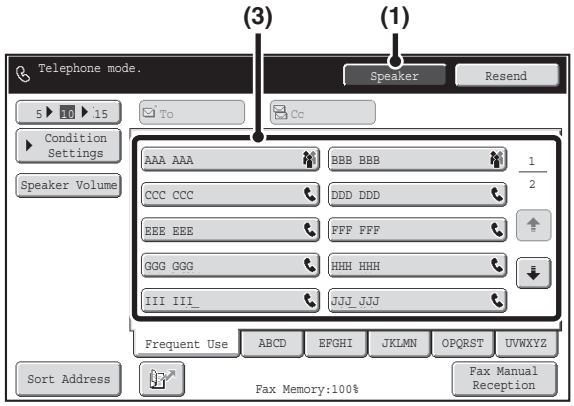
If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.

(2) Touch the [OK] key.

You will return to the screen of step 2.

The original orientation is initially set to . If the original was placed with the top edge up, this step is not necessary.

4



Enter the destination fax number.

(1) Touch the [Speaker] key.

You will hear the dial tone through the machine's speaker.

(2) Touch the [Address Book] key in the base screen.

(3) Touch the one-touch key of the desired destination.

The icon appears in one-touch keys that contain fax numbers.

- Only one destination can be entered. A one-touch key in which multiple destinations are stored (group key) cannot be used.
- In addition to specification by a one-touch key, a destination can also be specified by a search number. You can also manually enter a fax number with the numeric keys or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).
- After touching the [Speaker] key, you can touch the [Speaker Volume] key to adjust the volume of the speaker. The speaker volume changes each time the [Speaker Volume] key is touched. Adjust the volume to the desired level.

5

Wait until the connection is made and then press the [START] key ().

Transmission begins.

To cancel transmission...

Touch the [Speaker] key before the [START] key () is pressed. The line will be disconnected and transmission will be canceled.

- When the speaker is used, transmission takes place without scanning the original into memory.
- A destination that includes an F-code (sub-address and passcode) cannot be used.

System Settings (Administrator): Fax Dest. Confirmation Mode

This setting is used to have a destination confirmation message appear when a fax is sent. When this function is enabled, a group key or program key containing fax destinations cannot be selected. In addition, the speaker key cannot be used and a broadcast transmission cannot be performed.

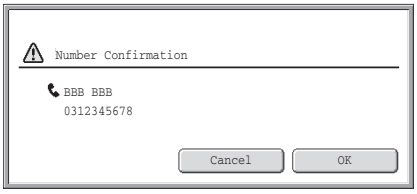
System Settings (Administrator): Speaker Settings

The default volume level of the speaker can be changed in the "Speaker Settings".

FAX DESTINATION CONFIRMATION MODE

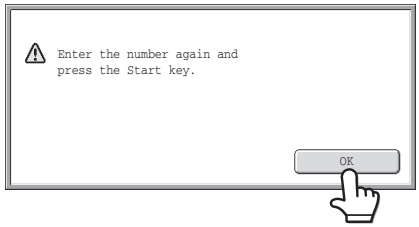
The fax destination confirmation mode displays a destination confirmation message when a fax transmission is performed to prevent accidental transmission to the wrong destination. This function is enabled in the system settings (administrator). When the function is enabled, a message will appear to confirm the destination when the [START] key (⏀) is pressed to begin fax transmission.
The message that appears will vary depending on the method used to specify the destination.

Destination specified by one-touch key/search number



Make sure that the destination indicated in the message is correct and touch the [OK] key. Scanning will begin.
If the destination is not correct, touch the [Cancel] key and select the destination again.

Destination specified by the numeric keys, [Resend] key, or [Global Address Search] key



Touch the [OK] key, re-enter the destination with the numeric keys, and press the [START] key (⏀).
If the re-entered destination is correct, scanning will begin.
If the re-entered destination is not correct, a message will appear. Touch the [OK] key and re-enter the destination. If an incorrect number is entered for confirmation 3 times in a row, the screen will revert to the base screen.

- If the [Sub Address] key was used to enter a sub-address and passcode, the fax number must be re-entered during confirmation. After re-entering the fax number, touch the [Sub Address] key and enter the sub-address and passcode.
- If chain dialing was used, touch the [Pause] key to enter "-" during confirmation.

Functions that cannot be used

When the fax destination confirmation function is enabled, only one destination is allowed, and thus the following functions cannot be used.

- **Broadcast transmission to multiple destinations including fax destinations**
 Group keys and program keys that contain multiple fax destinations cannot be used. After one destination is specified, keys such as another one-touch key, the [Next Address] key, the [Address Entry] key, and the [Global Address Search] key cannot be touched.
- **Transmission using the speaker key**
 A destination cannot be specified after the [Speaker] key is pressed.

System Settings (Administrator): Fax Dest. Confirmation Mode
This setting is used to have a destination confirmation message appear when a fax is sent.

WHEN THE LINE IS BUSY

If the line is busy when you send a fax, transmission will be re-attempted automatically after a preset interval. This function only operates in memory transmission mode. In direct transmission mode or manual transmission mode, the transmission will be canceled. Wait briefly and then try sending the fax again.

To cancel transmission...
Cancel the transmission from the job status screen.
☞ CANCELING A JOB IN PROGRESS OR A RESERVED JOB (page 168)

System Settings (Administrator): Recall in Case of Line Busy
This is used to set the number of recall attempts and the interval between attempts when the connection cannot be established because the line is busy. The factory default setting is 2 attempts at an interval of 3 minutes.

WHEN A COMMUNICATION ERROR OCCURS

If a communication error occurs or the other fax machine does not answer the call within a preset period of time, transmission will be re-attempted automatically after a preset interval. This function only operates in memory transmission mode.

To cancel transmission...
Cancel the transmission from the job status screen.
☞ CANCELING A JOB IN PROGRESS OR A RESERVED JOB (page 168)

System Settings (Administrator): Recall in Case of Communication Error
This is used to set the number of recall attempts and the interval between attempts when a transmission fails due to an error. The factory default setting is attempt at an interval of 3 minutes.

AUTOMATIC REDUCTION OF THE TRANSMITTED IMAGE

If the width of the transmitted image is larger than the width of the paper in the receiving machine, the image will be automatically reduced to fit the receiving machine's paper width.

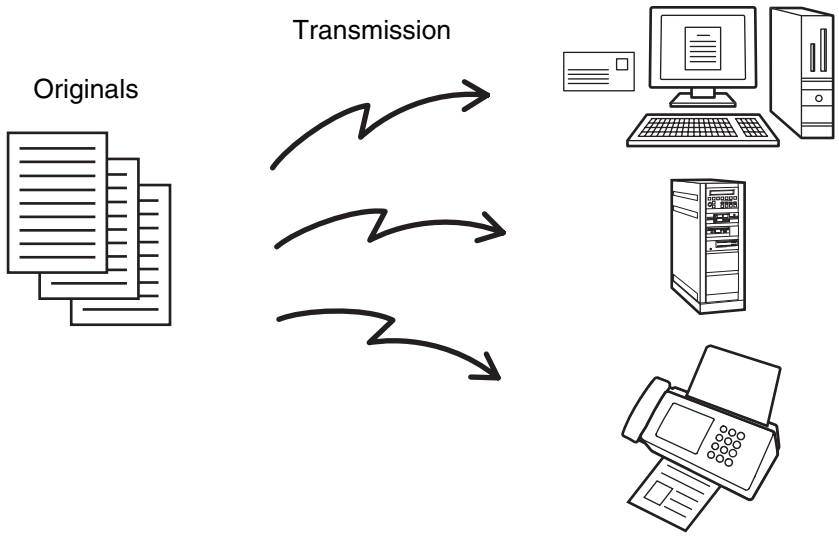
Example: Reduced sizes and reduction ratios

Transmitted image width	Receiving machine's paper width	Reduced size	Ratio
A3	B4	B4	1 : 0.84
11" x 17" (A3)	8-1/2" x 14", 8-1/2" x 11" (A4)	8-1/2" x 14", 8-1/2" x 11"R (A4R)	1 : 0.71
B4	A4	A4R	1 : 0.84

System Settings (Administrator): Auto Reduction Sending Setting
The factory default setting is automatic reduction enabled. If this setting is disabled, the image will be sent at full size and part of the image may be cut off.

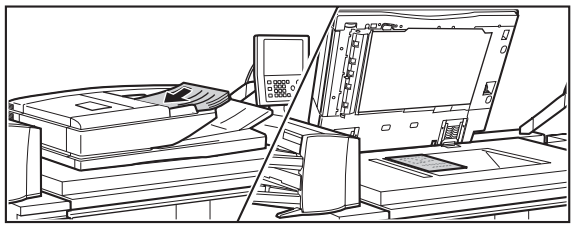
SENDING THE SAME IMAGE TO MULTIPLE DESTINATIONS (Broadcast Transmission)

The same scanned image can be sent to multiple scan modes (Scan to E-mail, Scan to FTP, and Scan to Desktop), Internet fax mode, and fax mode destinations in a single operation. Up to 500 destinations (including a combined maximum of 200 Scan to FTP and Scan to Desktop destinations) can be selected in one broadcast operation.



- If you frequently use broadcasting to send images to the same group of destinations, it is convenient to store those destinations in a group key. To store group keys, see "ADDRESS CONTROL" (page 174).
- When a group key is used, the number of destinations is the number of destinations stored in the group key. When 10 destinations are stored in a group key, the number of destinations is 10.

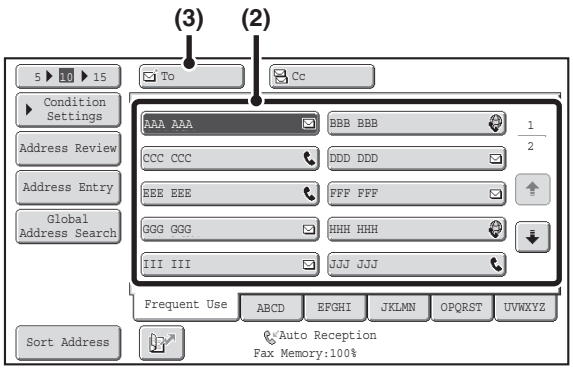
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



Specify the destination.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination.

(3) Touch the [To] key.

The destination is specified.

(4) Repeat steps (2) and (3) until all destinations are selected.

- In addition to specification by a one-touch key, a destination can also be specified by a search number. You can also manually enter a destination or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).
- To add Cc or Bcc recipients, select a recipient and touch the [Cc] key or the [Bcc] key.
- After entering a destination with the numeric keys, if you wish to enter another destination with the numeric keys, touch the [Next Address] key before entering the next destination. The [Next Address] key can be omitted before or after a destination entered using a one-touch key. However, if "Must Input Next Address Key at Broadcast Setting" is enabled in the system settings (administrator), the [Next Address] key must be touched before entering the next destination.

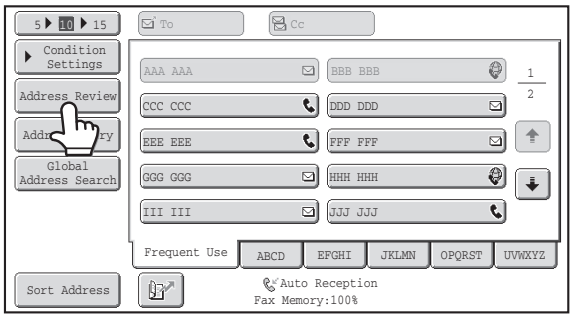
Fax number entered with the numeric keys	[Next Address] key	Fax number entered with the numeric keys	[Next Address] key	Destination entered with a one-touch key
	↑ Cannot be omitted		↑ Can be omitted*	

* Cannot be omitted if "Must Input Next Address Key at Broadcast Setting" is enabled in the system settings (administrator).

- One-touch keys that cannot be used for broadcast transmission are grayed out to prevent selection.
- If a Scan to FTP (Hyperlink) address is specified in a broadcast transmission, hyperlink e-mail transmission will not take place.

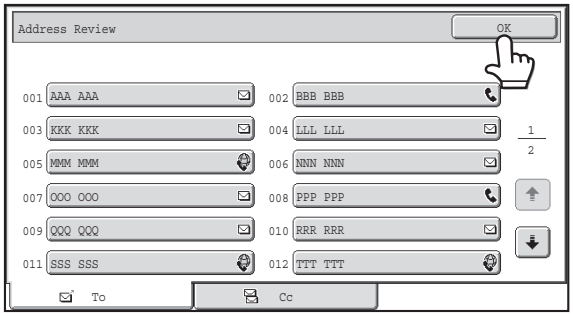
System Settings (Administrator): Must Input Next Address Key at Broadcast Setting
This setting is used to prohibit omission of the [Next Address] key when entering destinations for broadcast transmissions.

3



Touch the [Address Review] key.

4



Check the destinations and then touch the [OK] key.

If the transmission includes Cc or Bcc destinations, touch the [Cc] tab or the [Bcc] tab to check those destinations.

To cancel a specified destination...
Touch the one touch-key of the destination that you wish to cancel. A message appears to confirm the cancelation. Touch the [Yes] key.
☞ CHECKING AND DELETING THE SELECTED DESTINATIONS (page 27)

5

Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning of one page finishes, replace it with the next page and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

If Internet fax or fax destinations are included in the broadcast transmission, scanning will take place in Mono2.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

- A broadcast transmission can be used in combination with the timer transmission function to transmit at night or any other desired time.
- Fax mode:
 Only memory transmission mode can be used for a fax broadcast transmission.

System Settings (Administrator): Fax Dest. Confirmation Mode
When this function is enabled, broadcast transmissions that include fax destinations cannot be performed.

BROADCAST TRANSMISSIONS THAT INCLUDE INTERNET FAX OR FAX DESTINATIONS

When performing a broadcast transmission that includes mixed scan mode, Internet fax mode, and fax mode destinations, note the following:

Original placement orientation		The orientation of Internet fax mode or fax mode is given priority. When "Rotation Sending Setting" is enabled in the system settings (administrator), the image is rotated 90 degrees. For this reason, in some cases the image may not be displayed in the correct orientation.
Send size		When the file format is set to [TIFF-S] in Internet fax mode, transmission is only possible in 8-1/2" x 11"R (A4R) size.
Exposure		The Internet fax mode/fax mode setting takes priority. (Exposure settings for Internet fax mode and fax mode are linked.)
Resolution		The order of priority of the settings is fax, Internet fax, scan. However, if the format of Internet fax mode is set to [TIFF-S], the Internet fax setting takes priority .
File compression mode		The compression mode will be changed to the compression mode set in "Compression Mode at Broadcasting" in the system settings (administrator).
Color scanning		Scanning will take place in Mono2 regardless of the color mode setting.
Special modes	**2in1**	This cannot be selected in scan mode, however, if selected in Internet fax mode or fax mode, it will also be applied to scan destinations.
Scan file size		If a broadcast transmission is performed that includes destinations for which an attachment size limit has been set using "Maximum Size of E-mail Attachments (E-mail)" or "Maximum Size of Data Attachments (FTP/Desktop/Network Folder)" in the system settings (administrator), the limit will also apply to destinations for which a limit is not set. (The limitation setting of Scan to E-mail or Internet fax is given priority.)

Resending to unsuccessful broadcast transmission destinations

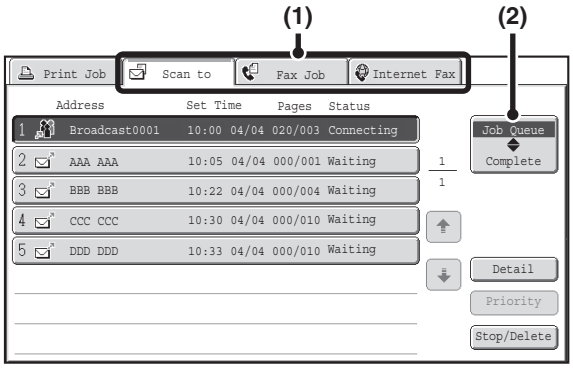
The results of a completed broadcast transmission can be checked in the job status screen. If transmission to any of the addresses failed, resend the image to those addresses.

1



Press the [JOB STATUS] key.

2



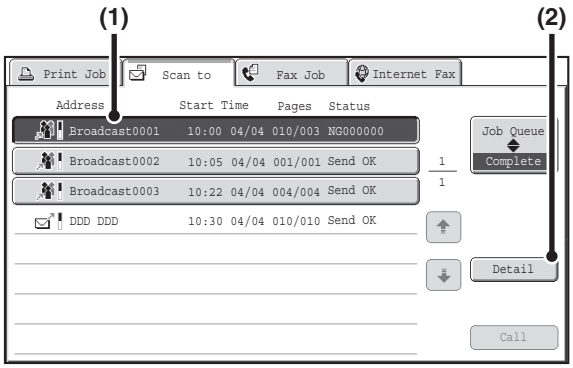
Display the jobs completed screen.

(1) Touch the tab of the mode that you wish to display.

(2) Touch the [Complete] key.

If the broadcast transmission included destinations of different modes, the same broadcast transmission key will appear in each of those modes.

3



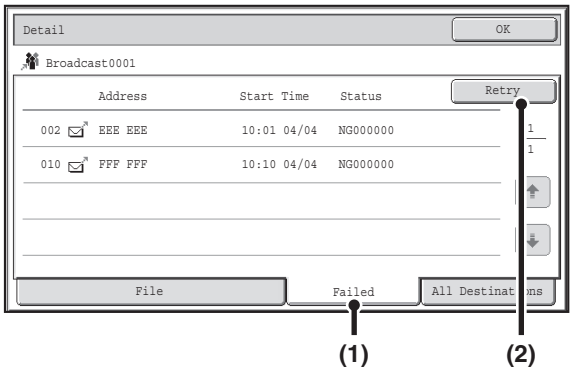
Display details on the broadcast transmission.

(1) Touch the key of the completed broadcast transmission.

(2) Touch the [Detail] key.

"Broadcastxxxx" will appear as the address of the broadcast job key. The job control number that appeared in the touch panel when scanning ended appears in "xxxx".

4



Resend the image to the unsuccessful destinations.

(1) Touch the [Failed] tab.

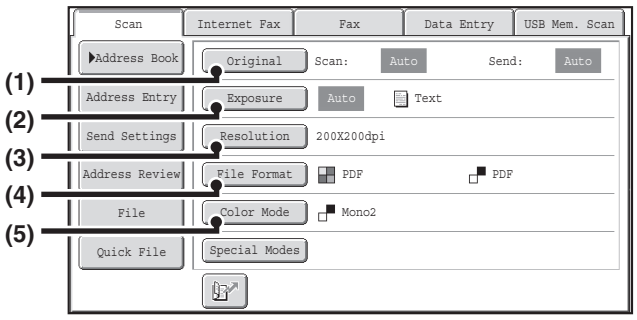
(2) Touch the [Retry] key.

- The procedure after the [Retry] key is touched varies depending on whether or not the document filing function was used.
 Not using document filing
 You will return to the base screen with the unsuccessful destinations entered. Place the original and perform the steps of the broadcast transmission.
 Using document filing
 You will return to the document filing resend screen with the unsuccessful destinations entered. Perform the document filing resend procedure. (There is no need to rescan the original.)
 Fax mode:
 If the job was stored in a confidential folder or was stored as confidential file, a password entry screen will appear after you touch the [Retry] key. Enter the password.
 For more information, see the Document Filing Guide.
- If the [All Destinations] tab is touched in (1), all destinations will be displayed. The [Retry] key that appears in the screen can be touched to resend to all the destinations.

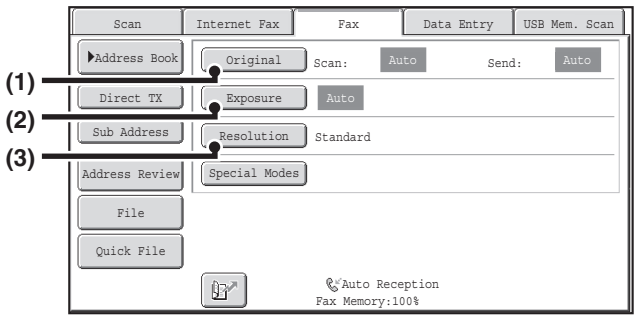
IMAGE SETTINGS

Settings for scanning the original are selected in the base screen of each mode. The current state of each setting appears to the right of the key used to select the setting.

Example: Base screen of scan mode



Base screen of fax mode



Click a key in the screen to jump to an explanation of the key.

(1) [Original] key

Touch this key to set the scan size, send size, and orientation of the original, and select 2-sided scanning settings.

☞ AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original) (page 69), SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce) (page 70)

(2) [Exposure] key

Touch this key to select the exposure for scanning.

☞ CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE) (page 76)

(3) [Resolution] key

Touch this key to select the resolution for scanning.

☞ CHANGING THE RESOLUTION (page 78)

(4) [File Format] key

Touch this key to change the format (file type) of the scanned image file.

☞ CHANGING THE FILE FORMAT (page 81)

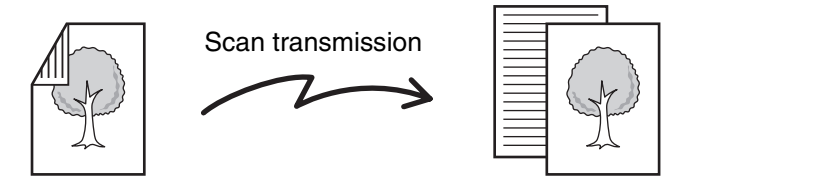
(5) [Color Mode] key

Touch this key to select the color mode for scanning. The [Color Mode] key will only appear if the color expansion kit has been installed. This key does not appear in Internet fax mode.

☞ CHANGING THE COLOR MODE (page 85)

AUTOMATICALLY SCANNING BOTH SIDES OF AN ORIGINAL (2-Sided Original)

The automatic document feeder can be used to automatically scan both sides of an original.



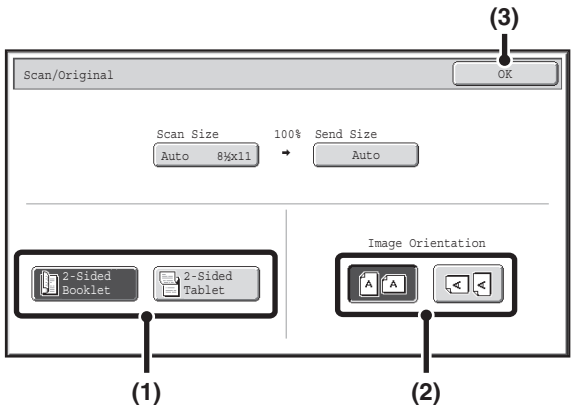
1 Select the mode and display the image settings screen.

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Original] key.

☞ IMAGE SETTINGS (page 68)

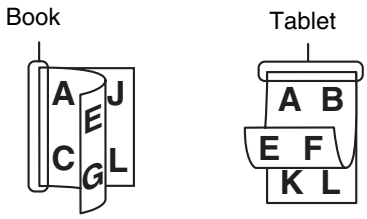
2



Specify the binding style of the 2-sided original (book or tablet) and the orientation in which the original is placed.

(1) Touch the [2-Sided Booklet] key or the [2-Sided Tablet] key.

A book and a tablet are bound as shown below.



(2) Touch the appropriate [Image Orientation] key.

If this setting is not correct, a suitable image may not be transmitted.

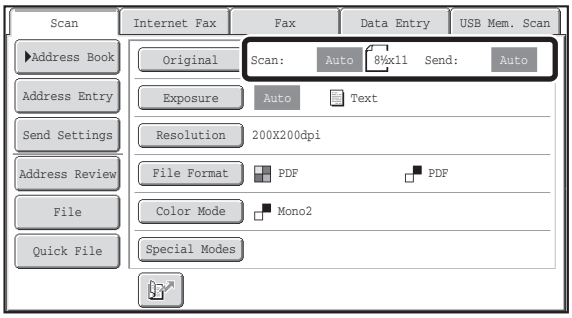
(3) Touch the [OK] key.

To cancel 2-sided scanning, touch the highlighted key so that it is no longer highlighted.

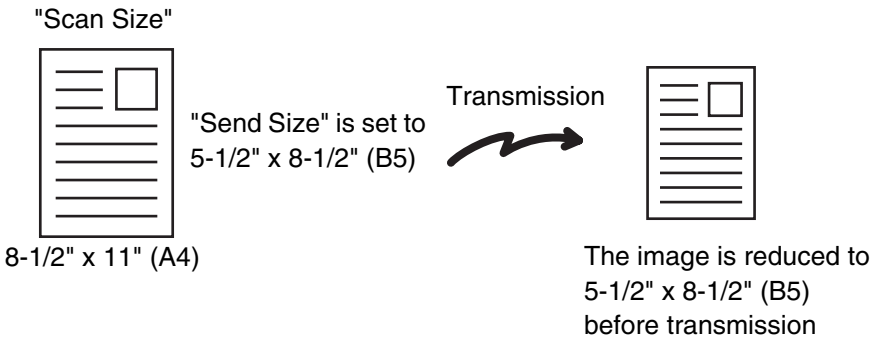
- 2-sided scanning automatically turns off after the transmission operation is completed.
- Fax mode:
 When direct transmission mode is selected, 2-sided scanning cannot be used.

SPECIFYING THE ORIGINAL SCAN SIZE AND SEND SIZE (Enlarge/Reduce)

When the original is placed, its size is automatically detected and displayed in the base screen.
The size of the placed original is indicated as the scan size, and the size to be transmitted is indicated as the send size.



In the above screen, the scan size (the placed original) is 8-1/2" x 11" (A4) and the send size is auto. For example, if the scan size is 8-1/2" x 11" (A4) and the send size is 5-1/2" x 8-1/2" (B5), the image will be reduced before transmission.



- Only standard original sizes can be automatically detected.
 ☞ Standard Sizes (page 24)
- When the original size is a non-standard size, or if the size is not detected correctly, manually specify the original scan size.
 ☞ Specifying the original scan size (by paper size) (page 71)
 Specifying the original scan size (by numerical values) (page 72)

Specifying the original scan size (by paper size)

If you place a non-standard size original or wish to change the scan size, you must touch the [Original] key and specify the original size manually. Follow the steps below after placing the original in the document feeder tray or on the document glass.

1 Select the mode and display the image settings screen.

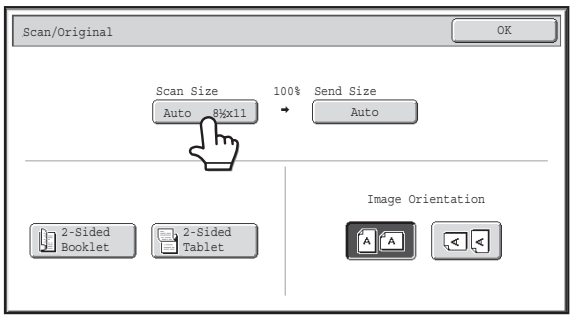
(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Original] key.

The automatically detected original size appears to the right of the [Original] key.

☞ IMAGE SETTINGS (page 68)

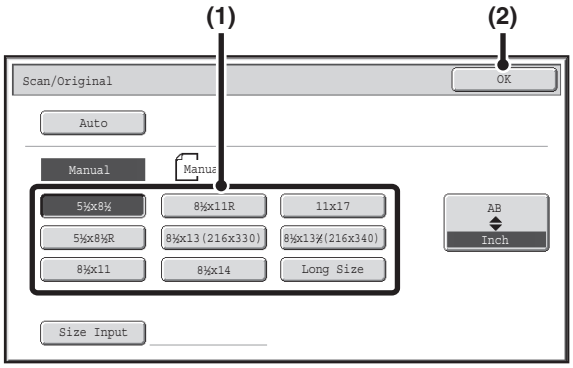
2 Touch the [Scan Size] key.



3 Specify the scan size.

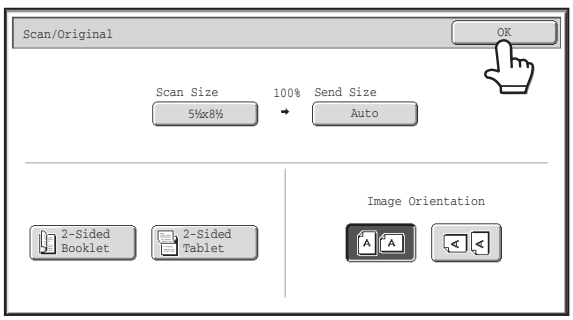
(1) Touch the appropriate original size key.

(2) Touch the [OK] key.



- If you are sending a long original, touch the [Long Size] key. Use the automatic document feeder to scan a long original. The maximum width that can be scanned is 31-1/2" (800 mm) (the maximum height is 11" (297 mm)).
- When [Long Size] is selected, the 2-sided scanning setting and send size cannot be changed. Scanning will take place in mono2.
- To specify an AB size for the scan size, touch the [AB ⬍ Inch] key to highlight the [AB] side and then specify the scan size.

4 Touch the [OK] key.



Specifying the original scan size (by numerical values)

When scanning a non-standard size original such as a card, follow these steps to specify the original size. The width can be from 2-1/2" to 17" (64mm to 432mm), and the height can be from 2-1/2" to 11-5/8" (64mm to 297mm).

1 Select the mode and display the image settings screen.

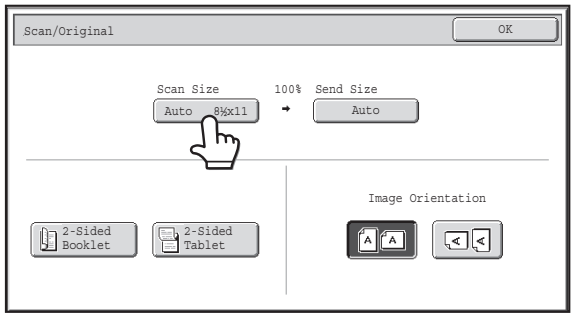
(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Original] key.

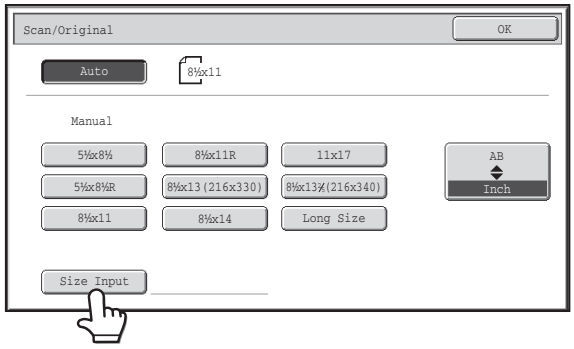
The automatically detected original size appears to the right of the [Original] key.

☞ IMAGE SETTINGS (page 68)

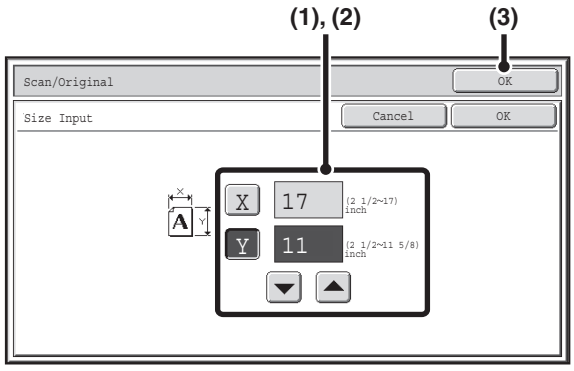
2 Touch the [Scan Size] key.



3 Touch the [Size Input] key.



4 Enter the scan size (original size).



(1) Touch the [X] key and enter the X (horizontal) dimension with the ▼ ▲ keys.

(2) Touch the [Y] key and enter the Y (vertical) dimension with the ▼ ▲ keys.

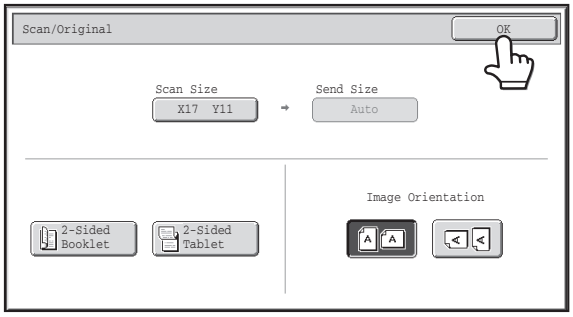
(3) Touch the [OK] key.

Touch the [OK] key next to the [Cancel] key to complete the setting and return to the screen of step 3.

System Settings (Administrator): Original Size Detector Setting

This is used to set the size entry screen to "inch units" or "mm units".

5



Touch the [OK] key.

The specified size appears in the [Scan Size] key.

- When the scan size is specified by numerical values, the send size cannot be specified.
- When the automatic document feeder is used, an original longer than 17" (432mm) can be scanned (maximum width 31-1/2" (800mm)). In this case, touch the [Long Size] key in the screen of step 3.
 ☞ Specifying the original scan size (by paper size) (page 71)

Specifying the send size of the image

Specify the send size as a paper size. If a send size bigger than the scan size is selected, the image will be enlarged. If a send size smaller than the scan size is selected, the image will be reduced.

- The send size cannot be specified when [Long Size] is selected for the scan size, or when the scan size is specified by numerical values.
- The send size cannot be specified when [TIFF-S] is selected for the format in Internet fax mode. (The send size is fixed at 8-1/2" x 11"R (A4R).)

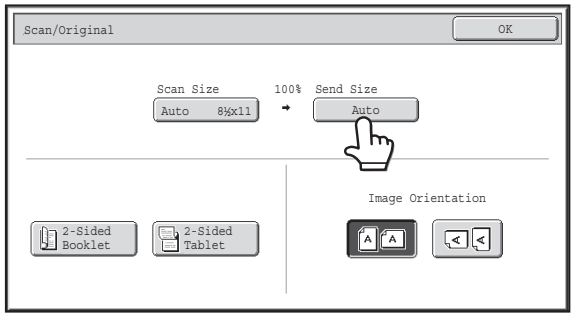
1 Select the mode and display the image settings screen.

(1) Touch the tab of the mode that you wish to use.

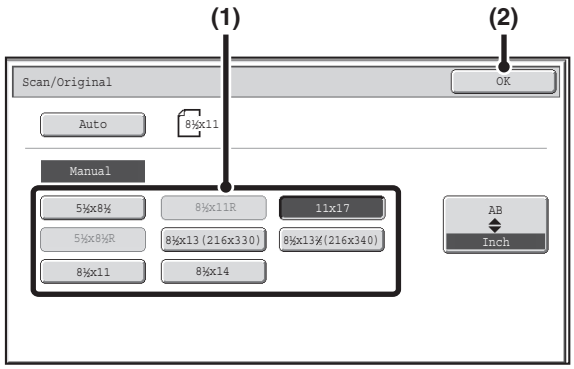
(2) Touch the [Original] key.

☞ IMAGE SETTINGS (page 68)

2 Touch the [Send Size] key.



3 Specify the send size.

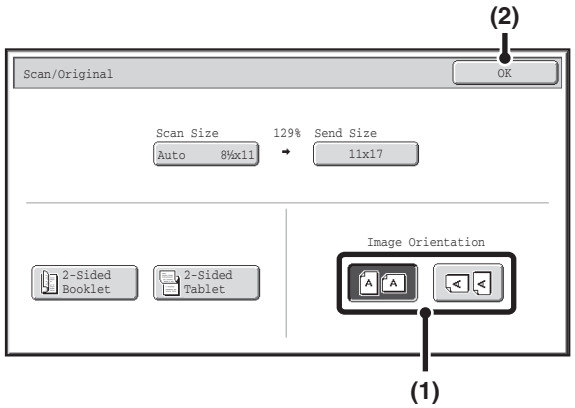


(1) Touch the desired send size key.

(2) Touch the [OK] key.

- Depending on the paper size specified for the "Scan Size", it may not be possible to select some sizes for the "Send Size". Size keys that cannot be specified for the "Send Size" are grayed out to prevent selection.
- To specify an AB size for the send size, touch the [AB ⬍ Inch] key to highlight the [AB] side and then specify the send size.

4



Specify the orientation in which the original is placed.

(1) Touch the "Image Orientation" key with the same orientation as the original image.

If this setting is not correct when sending an image with a changed ratio, a suitable image may not be transmitted.

(2) Touch the [OK] key.

The ratio used for reduction or enlargement of the original will appear between the "Scan Size" and the "Send Size".

CHANGING THE EXPOSURE AND EXPOSURE MODE (ORIGINAL IMAGE TYPE)

The exposure can be changed to match the darkness of the original. In scan mode and USB memory mode, the exposure mode can be set to match the original type.
Refer the following tables to select appropriate settings.

How to select the exposure

Exposure		When to select
Auto		This setting automatically adjusts the exposure for light and dark parts of the original.
Manual	1-2	Select this setting when the original consists of dark text.
	3	Select this setting for a normal original (neither dark nor light).
	4-5	Select this setting when the original consists of faint text.

How to select the original image type

Setting	Description
Text/Prtd. Photo	This mode provides the best balance for scanning an original which contains both text and printed photographs, such as a magazine or catalogue.
Text/Photo	This mode provides the best balance for scanning an original which contains both text and photographs, such as a text document with a photo pasted on.
Text	Use this mode for regular text documents.
Photo	Use this mode to scan photos.
Printed Photo	This mode is best for scanning printed photographs, such as photos in a magazine or catalogue.
Map	This mode is best for scanning the color shading and fine details found on most maps.

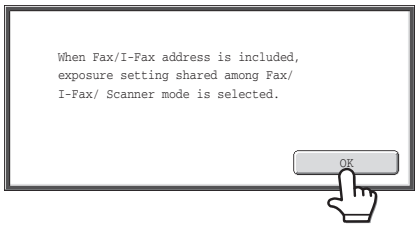
1 **Select the mode and display the exposure settings screen.**

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Exposure] key.

☞ IMAGE SETTINGS (page 68)

2



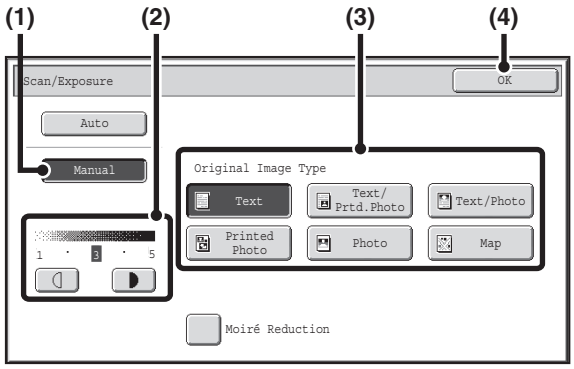
Read the displayed message and touch the [OK] key.

A message does not appear in USB memory mode, Internet fax mode, or fax mode. Go to the next step.

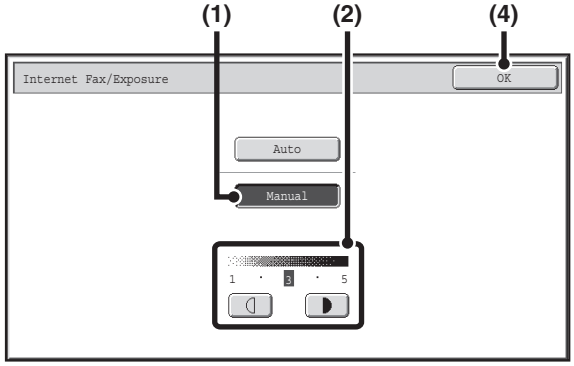
When a broadcast transmission is performed using mixed send modes, the exposure setting of Internet fax/fax mode takes priority.

3

Scan mode, USB memory mode



Internet fax mode, fax mode:



Select the exposure and original image type.

(1) Touch the [Manual] key.

(2) Adjust the exposure with the ◁ ▷ keys.

When the exposure is set to [Auto], the ◁ ▷ keys cannot be used.
The exposure darkens when the ▷ key is touched, and lightens when the ◁ key is touched.
To return to auto exposure adjustment, touch the [Auto] key.

(3) Select the original image type.

Touch the original image type key that matches the original image type.

(4) Touch the [OK] key.

- In Internet fax/fax mode, the original image type and moiré reduction cannot be selected.
- When the exposure is set to [Auto], [Printed Photo], [Photo] and [Map] do not appear.
- When the original image type is set to [Printed Photo], [Photo], or [Map], [Auto] will not appear.
- To reduce the occurrence of line patterns (moiré effect) when scanning printed matter, touch the [Moiré Reduction] checkbox so that a checkmark ☑ appears.

When using the document glass to scan multiple original pages, the exposure setting can be changed each time you change pages. When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun. (However, when "Job Build" is used in the special modes, the exposure can be changed each time a new set of originals is inserted.)

System Settings (Administrator): Default Exposure Settings
This is used to change the default exposure setting.

CHANGING THE RESOLUTION

The resolution can be selected to match the characteristics of the original, such as text or photo, the size of the text, and the darkness of the image.

☞ Scan mode, USB memory mode, Internet fax mode (see below)
Fax mode (page 80)

Scan mode, USB memory mode, Internet fax mode

1 **Select the mode and display the image settings screen.**

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Resolution] key.

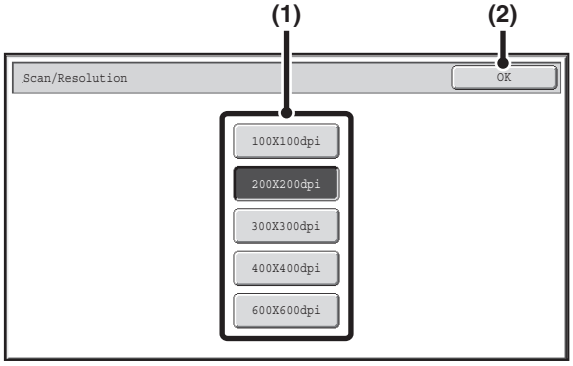
☞ IMAGE SETTINGS (page 68)

2 **Select the resolution.**

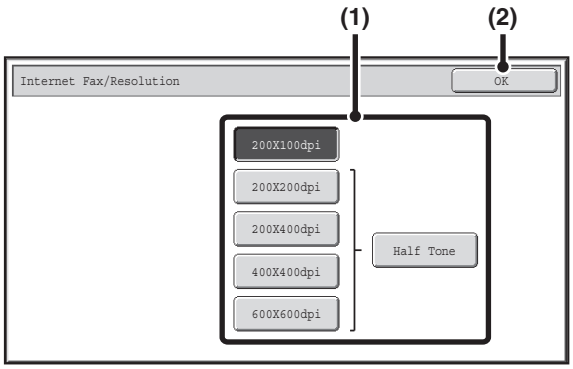
(1) Touch the key of the desired resolution.

(2) Touch the [OK] key.

Scan mode, USB memory mode



Internet fax mode



In Internet fax mode, the [Half Tone] key can be touched to select halftone (except when [200X100dpi] is selected). When the original has many gradations of light and dark such as a photo or color illustration, halftone provides a more attractive image than regular transmission.

How to select the resolution

For normal text originals, 200X200dpi (200X100dpi in Internet fax mode) produces an image that is sufficiently legible. For photos and illustrations, a high resolution setting (600X600dpi, etc.) will produce a sharp image. However, a high resolution setting will result in a large file, and if the file is too large, transmission may not be possible. In this event, reduce the number of pages scanned or take other measures to decrease the file size.

☞ CHANGING THE FILE FORMAT (page 81)
Specifying the send size of the image (page 74)

- When using the document glass to scan multiple original pages, the resolution setting can be changed each time you change pages. When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun. (However, when "Job Build" is used in the special modes, the resolution can be changed each time a new set of originals is inserted.)
- When [TIFF-S] is selected for the format in Internet fax mode, only [200X100dpi] or [200X200dpi] can be selected.

System Settings (Administrator): Initial Resolution Setting
This is used to change the default resolution setting.

Fax mode

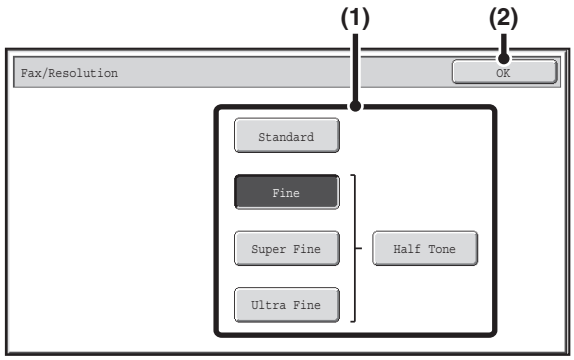
1 Switch to fax mode and display the resolution settings screen.

(1) Touch the [Fax] tab.

(2) Touch the [Resolution] key.

☞ IMAGE SETTINGS (page 68)

2 Select the resolution.



(1) Touch the key of the desired resolution.

(2) Touch the [OK] key.

When [Fine], [Super Fine], or [Ultra Fine] is selected, the [Half Tone] key can be touched to select halftone.

- When using the document glass to scan multiple original pages, the resolution setting can be changed each time you change pages. When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun. (However, when "Job Build" in the special modes is used, the resolution can be changed each time a new set of originals is inserted.)
- When a fax is sent at [Ultra Fine], [Super Fine], or [Fine] resolution, a lower resolution will be used if the receiving machine does not have that resolution.

System Settings (Administrator): Initial Resolution Setting
This is used to change the default resolution setting.

How to select the resolution

Resolution	When to select
Standard	Select this setting when your original consists of normal-sized text (like the text in this manual).
Fine	Select this setting when your original has small text or diagrams with fine lines. The original will be scanned at twice the resolution of the [Standard] setting.
Super Fine	Select this setting when your original has intricate pictures or diagrams. A higher-quality image will be produced than with the [Fine] setting.
Ultra Fine	Select this setting when your original has intricate pictures or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings.
Half Tone	Select this setting when your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than [Fine], [Super Fine], or [Ultra Fine] used alone. Halftone cannot be selected when [Standard] is used.

CHANGING THE FILE FORMAT

You can change the file format when sending an image.

☞ Scan mode, USB memory mode (see below)
Internet fax mode (page 84)

This function cannot be used in fax mode.

Scan mode, USB memory mode

The file format (file type and compression mode/compression ratio) for sending a scanned image can be changed at the time of transmission. In addition, if the scanned originals are divided into separate files, the number of pages per file can be changed.

The file format for sending a scanned image is specified when the destination is stored in a one-touch key, however, you can change the format at the time of transmission.

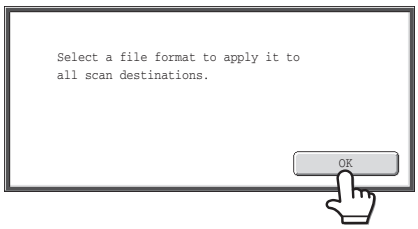
1 **Select the mode and display the image settings screen.**

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [File Format] key.

☞ IMAGE SETTINGS (page 68)

2

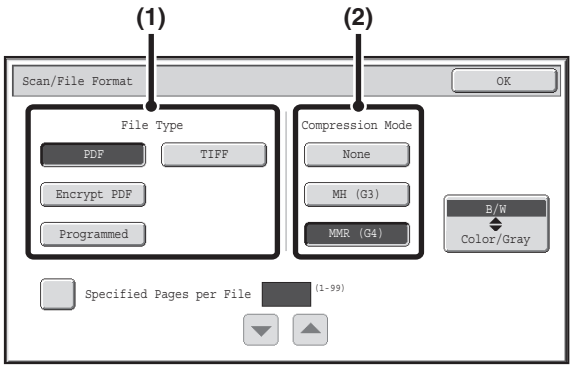


Read the displayed message and touch the [OK] key.

Does not appear in USB memory mode. Go to the next step.

Set the format.

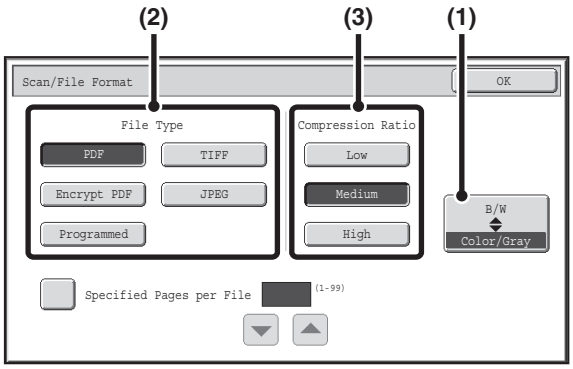
● Scanning in Mono2



(1) Select the file type.

(2) Select the compression mode.

● Scanning in color/grayscale



(1) Touch the indicated key to select [Color/Gray] mode.

When [Color/Gray] is highlighted, [Color/Gray] mode is selected.

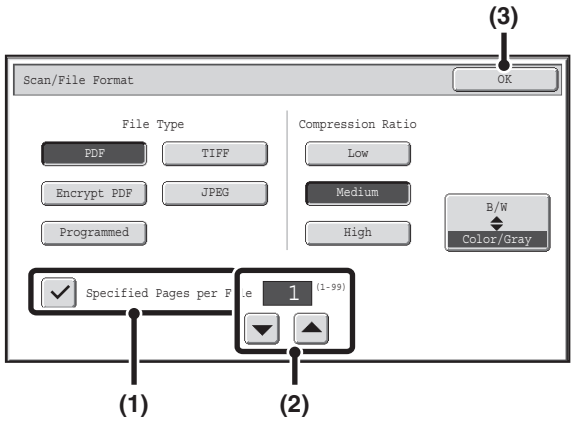
(2) Select the file type.

(3) Select the compression ratio.

High compression results in a smaller file size, however, the image quality is slightly degraded.

- The [Programmed] key does not appear in USB memory mode.
- The [Color/Gray] mode settings screen only appears if the color expansion kit is installed.
- When this screen is displayed, the setting screen of [B/W] mode initially appears.
- The format setting of [B/W] mode is the file format when the color mode is set to [Mono2]. (If the color expansion kit is not installed, this file format will be used.)
- The format setting of [Color/Gray] mode is the file format when the color mode is set to [Auto], [Full Color], or [Grayscale].
- The file type of [B/W] mode and the file type of [Color/Gray] mode are linked. The file type cannot be set separately for each. (When [JPEG] is selected for [Color/Gray] mode, [TIFF] is automatically selected for [B/W] mode.)

4



To change the number of pages per file, enter the number of pages and exit the format settings.

(1) Touch the [Specified Pages per File] checkbox so that a checkmark ☑ appears.

(2) Set the number of pages per file with the ▼ ▲ keys.

(3) Touch the [OK] key.

- When a checkmark does not appear in the [Specified Pages per File] checkbox ☐, one file is created for all scanned pages.
- When [Specified Pages per File] is selected, consecutive numbers are added to the created file names.
- When [JPEG] is selected for the file type, one file is created for each page (a file cannot be created for multiple pages). For this reason, the [Specified Pages per File] checkbox does not appear.

When [Encrypt PDF] is selected, a password entry screen will appear when the [START] key () is pressed to begin scanning and transmission.
Touch the [Entry] key in the displayed screen to open the keyboard screen. Enter a password (maximum of 32 characters) and touch the [OK] key. Scanning and transmission will begin.

System Settings (Administrator): Initial File Format Setting
This sets the default file format setting for scanner transmission.

Internet fax mode

The file format for sending an Internet fax is normally set to [TIFF-F]. If the destination Internet fax machine does not support full mode (it only supports simple mode), follow the steps below to select [TIFF-S].

1

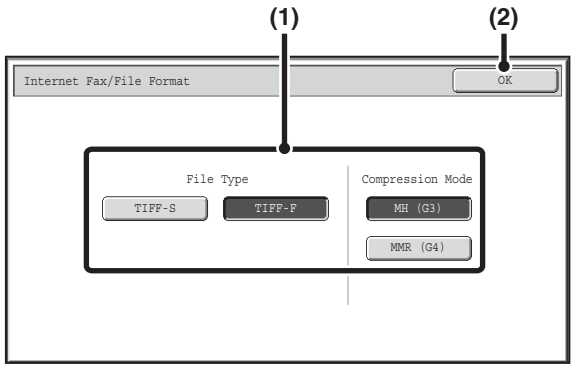
Switch to Internet fax mode and display the file format settings screen.

(1) Touch the [Internet Fax] tab.

(2) Touch the [File Format] key.

☞ IMAGE SETTINGS (page 68)

2



Select the file format.

(1) Touch the key of the desired format.

If you selected [TIFF-F], select the compression mode.

(2) Touch the [OK] key.

When [TIFF-S] is selected, the transmission settings are restricted as follows:

- Resolution: The selections are [200X100dpi] and [200X200dpi]. If [TIFF-S] is selected after [200X400dpi], [400X400dpi] or [600X600dpi] is selected, the resolution automatically changes to [200X200dpi].
- Send size: Always 8-1/2" x 11"R (A4R). If [TIFF-S] is selected after the send size is changed, the send size is automatically changed to 8-1/2" x 11"R (A4R). If a size larger than 8-1/2" x 11" (A4) is scanned, the size will automatically be reduced to 8-1/2" x 11"R (A4R). When this format is included in a broadcast transmission, the image will be transmitted to all destinations at 8-1/2" x 11"R (A4R).
- Special modes: When a ratio setting is selected and the original size is entered, Dual Page Scan, Card Shot, 2in1, and Mixed Size Original cannot be used.

System Settings (Administrator): Compression Setting

This is used to set the default compression mode for Internet fax transmission.

CHANGING THE COLOR MODE

This procedure is used to change the color mode used to scan the original when the [START] key () is pressed.

- This function cannot be used in Internet fax mode and in fax mode.
- The [Color Mode] key will only appear if the color expansion kit has been installed.

Mode		Scanning method
Auto	Grayscale	The machine detects whether the original is color or black and white and automatically selects full color or black and white (Mono2 or Grayscale) scanning.
	Mono2	
Full Color		The original is scanned in full color. This mode is best for full color originals such as catalogues.
Grayscale		The colors in the original are scanned in black and white as shades of gray (grayscale).
Mono2		Colors in the original are scanned as black or white. This mode is best for text-only originals.

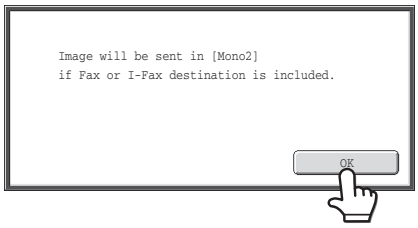
1 Select the mode and display the color mode settings screen.

(1) Touch the tab of the mode that you wish to use.

(2) Touch the [Color Mode] key.

☞ IMAGE SETTINGS (page 68)

2

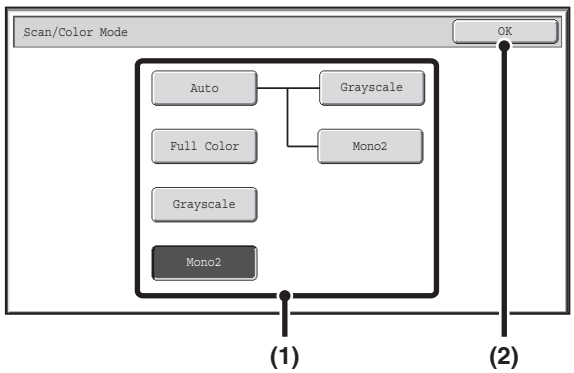


Read the displayed message and touch the [OK] key.

A message does not appear in USB memory mode. Go to the next step.

When a broadcast transmission is performed using mixed send modes, the image is sent in Mono2.

3



Select the color mode.

(1) Touch the key of the desired color mode.

If [Auto] is selected, select whether or not the original will be scanned in grayscale or mono2 when it is detected that the original is a black & white original. Note that if the file format is set to JPEG, scanning will take place in grayscale.

(2) Touch the [OK] key.

- **System Settings (Administrator): Default Color Mode Settings**
 The default color mode can be changed.
- **System Settings (Administrator): Disable Change of B/W Setting in Auto Mode**
 This prohibits selection of the black and white original scanning setting when [Auto] is selected for the color mode.

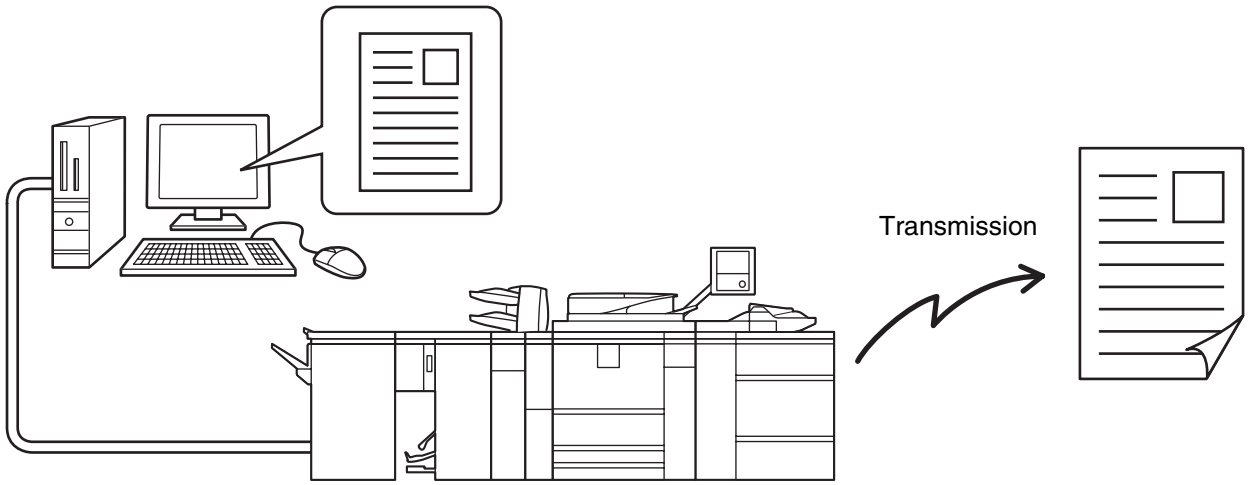
SENDING A COMPUTER FILE

PC-I-Fax (When the Internet fax expansion kit is installed)

A file on a computer can be sent via the machine as an Internet fax (PC-I-Fax function). Internet faxes are sent using the PC-I-Fax function in the same way as documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the software application. Image data for transmission will be created and sent as an Internet fax.

PC-Fax (When the facsimile expansion kit is installed)

A file on a computer can be sent via the machine as a fax (PC-Fax function). Faxes are sent using the PC-Fax function in the same way as documents are printed. Select the PC-Fax driver as the printer driver for your computer and then select the Print command in the software application. Image data for transmission will be created and sent as a fax.



For the procedures for using the PC-I-Fax and PC-Fax functions, see the PC-Fax driver Help.

- To use the PC-Fax function, the PC-Fax driver must be installed. For more information, see the Software Setup Guide.
- The PC-Fax driver is on the CD-ROM that accompanies the printer expansion kit. To obtain the PC-Fax driver when the printer expansion kit is not installed, consult your dealer.
- To send an Internet fax using the PC-I-Fax function, the PC-Fax driver must be installed and then updated using the CD-ROM that accompanies the Internet fax expansion kit. For more information, see the Software Setup Guide.
- This function can only be used on a Windows computer.
- This function can only be used for transmission. Faxes cannot be received to your computer.

System Settings (Administrator): Settings to Disable Transmission
When transmission is disabled in the system settings, this function cannot be used.

4 SPECIAL MODES

This chapter explains special modes that can be used in scan send mode.

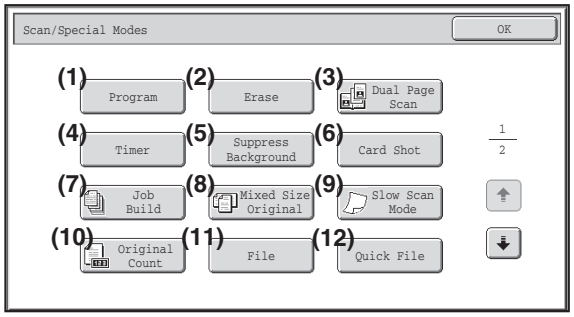
SPECIAL MODES

When the [Special Modes] key is touched in the base screen, the special modes menu screen appears. The special modes menu consists of two screens. Touch the [↓] [↑] key to switch between the two screens. When the [OK] key is touched in the special modes screen, the selected settings are entered and the base screen reappears.

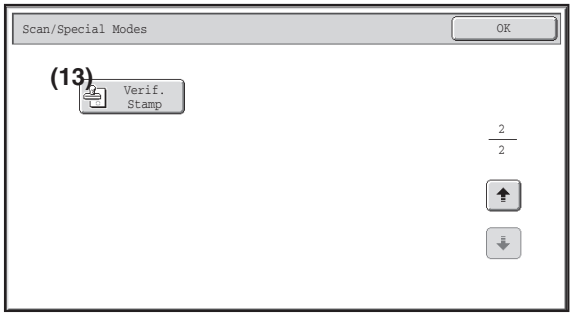
☞ Internet fax mode (page 88)
Fax mode (page 88)

Scan mode, USB memory mode, Data entry mode

1st screen



2nd screen



Click a key in the screen to jump to an explanation of the key.

(1) [Program] key*1, 2 (page 90)

(2) [Erase] key (page 92)

(3) [Dual Page Scan] key (page 95)

(4) [Timer] key*1 (page 98)

(5) [Suppress Background] key*3 (page 100)

(6) [Card Shot] key (page 102)

(7) [Job Build] key (page 105)

(8) [Mixed Size Original] key (page 107)

(9) [Slow Scan Mode] key (page 109)

(10) [Original Count] key*1 (page 111)

(11) [File] key*1

Touch this to use the File function of document filing mode. For more information on File, see the Document Filing Guide.

(12) [Quick File] key*1

Touch this to use the Quick File function of document filing mode. For more information on Quick File, see the Document Filing Guide.

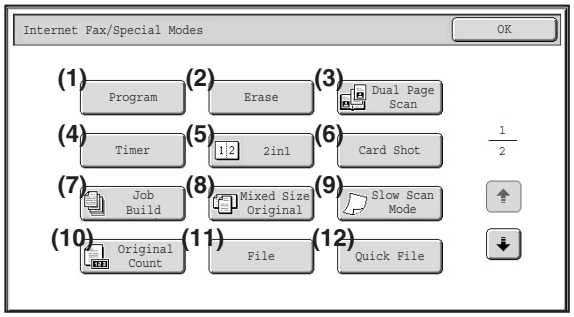
(13) [Verif. Stamp] key*4 (page 113)

*1 Does not appear in USB memory mode.
*2 Does not appear in data entry mode.
*3 Does not appear when the color expansion kit is not installed.
*4 Does not appear when the stamp unit is not installed.

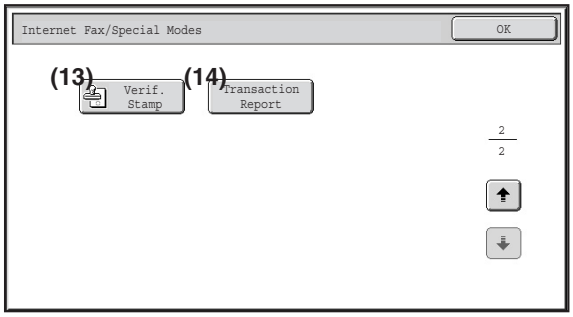
Special modes can generally be combined with other special modes, however, there are some combinations that are not possible. If a prohibited combination is selected, a message will appear in the touch panel.

Internet fax mode

1st screen

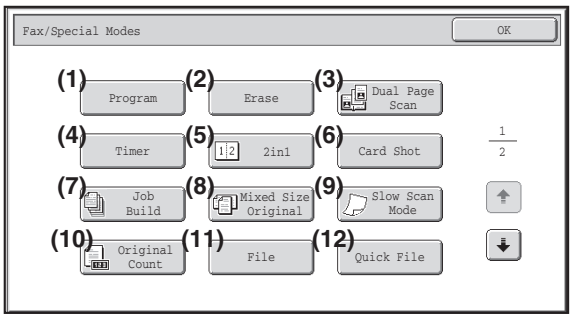


2nd screen

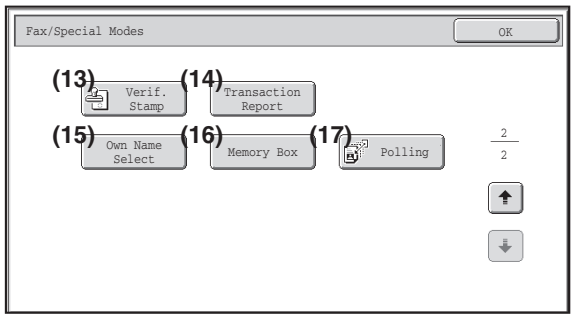


Fax mode

1st screen



2nd screen



Click a key in the screen to jump to an explanation of the key.

(1) [Program] key (page 90)

(2) [Erase] key (page 92)

(3) [Dual Page Scan] key (page 95)

(4) [Timer] key (page 98)

(5) [2in1] key (page 115)

(6) [Card Shot] key (page 102)

(7) [Job Build] key (page 105)

(8) [Mixed Size Original] key (page 107)

(9) [Slow Scan Mode] key (page 109)

(10) [Original Count] key (page 111)

(11) [File] key

Touch this to use the File function of document filing mode. For more information on File, see the Document Filing Guide.

(12) [Quick File] key

Touch this to use the Quick File function of document filing mode. For more information on Quick File, see the Document Filing Guide.

(13) [Verif. Stamp] key* (page 113)

(14) [Transaction Report] key (page 118)

(15) [Own Name Select] key (page 121)

(16) [Memory Box] key (page 125)

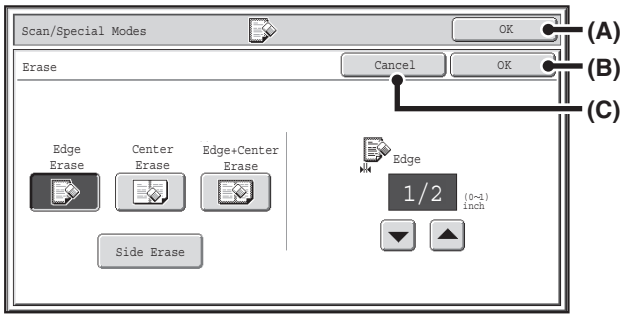
(17) [Polling] key (page 122)

* Does not appear when the stamp unit is not installed.

Special modes can generally be combined with other special modes, however, there are some combinations that are not possible. If a prohibited combination is selected, a message will appear in the touch panel.

[OK] key and [Cancel] key

In some cases two [OK] keys and one [Cancel] key will appear in the special mode screens. The keys are used as follows:



(A) Enter the selected special mode setting and return to the base screen.

(B) Enter the selected special mode setting and return to the special modes menu screen. Touch this key when you wish to continue selecting other special mode settings.

(C) During selection of special mode settings, this key returns you to the special modes menu screen without saving the settings. When settings have been completed, this cancels the settings and returns you to the special modes menu screen.

STORING FAX OPERATIONS (Program)

A destination, original settings, and functions can be stored in a program. When you wish to use those settings to send an image, they can be retrieved with ease.
For example, suppose 8-1/2" x 11" (A4) size documents are scanned into a file and sent to each branch office once a month.

(1) The same documents are sent to each branch office
(2) Each page of a bound document is successively transmitted
(3) Smudges on the edges of the documents are erased before transmission

When a job program is not stored	When a job program is stored
Enter the address of each branch office. ↓ Select Dual Page Scan. ↓ Select Erase settings. ↓ Press the [START] key (ⓘ). The originals are scanned and transmitted.	Touch a stored program key. ↓ Press the [START] key (ⓘ). The originals are scanned and transmitted.
Considerable time is required to send the documents each month because the above settings must be selected. In addition, mistakes may occasionally be made when selecting the settings, so incorrect transmissions may occur.	When a program is used, settings are selected with ease by simply pressing the stored key. In addition, transmission takes place based on the stored settings so there are no chances for mistakes.

- **Programs are stored, edited, and deleted using "Address Control" in the system settings. See "ADDRESS CONTROL" (page 174).**
- Programs can also be stored in the Web pages. Click [Job Programs] and then [Image Send] in the Web page menu.
- The settings stored in a program will be retained even after the program is used for transmission. The same settings can be used repeatedly for transmission.
- The following settings can be stored in programs.

 Scan mode, Internet fax mode
 - Destinations
 - Image settings: Resolution, Exposure
 - Special modes: Erase, Dual Page Scan, Suppress Background, 2in1

 Fax mode
 - Destinations
 - Image setting: Resolution, Exposure
 - Special modes: Polling Reception, Erase, Dual Page Scan, 2in1
 - F-code communication: A destination that includes an F-code can be stored to perform an F-code operation.
- Up to 48 programs can be stored.
- Up to 500 destinations can be stored in one program. (If a Scan to Network Folder destination is selected, only one destination can be stored.)
- This function cannot be used in USB memory mode or data entry mode.

1 Place the original.

Place the original in the document feeder tray or on the document glass as appropriate for the functions stored in the program.

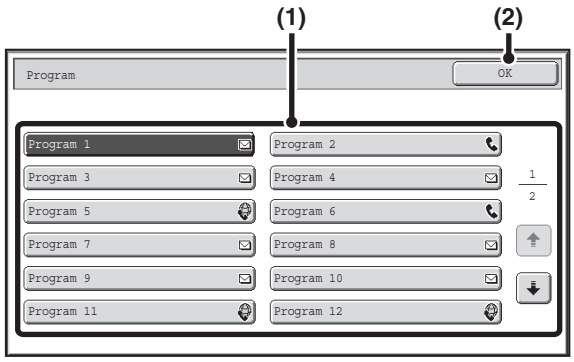
2 Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Program] key.

☞ SPECIAL MODES (page 87)

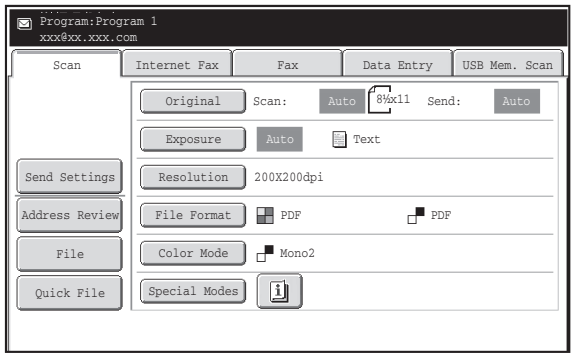
3 Retrieve the stored program.



(1) Touch the desired program key.

(2) Touch the [OK] key.

4 Select additional settings.



Select any settings or functions that you wish to use that cannot be stored in a program. The following items can be selected.

- Image Settings: original scan size, send size, 2-sided scanning, file format, color mode
- Send settings
- Special modes: Timer Transmission, Card Shot, Job Build, Mixed Size Original, Slow Scan Mode, Verif. Stamp, File, Quick File, Transaction Report, Own Name Select, Original Count

- The [Color Mode] key will only appear if the color expansion kit has been installed.
- The screen that appears will vary depending on the destination stored in the program.
- The mode cannot be changed here.
- Functions stored in the program cannot be canceled here.

5 Press the [START] key (◇).

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

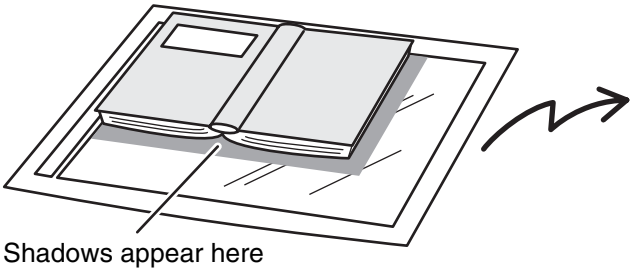
To cancel scanning...

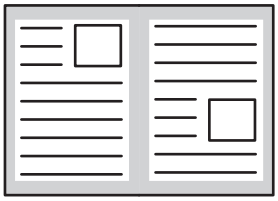
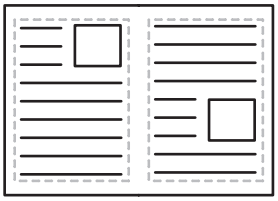
Press the [STOP] key (⊗) to cancel the operation.

ERASING PERIPHERAL SHADOWS ON THE IMAGE (Erase)

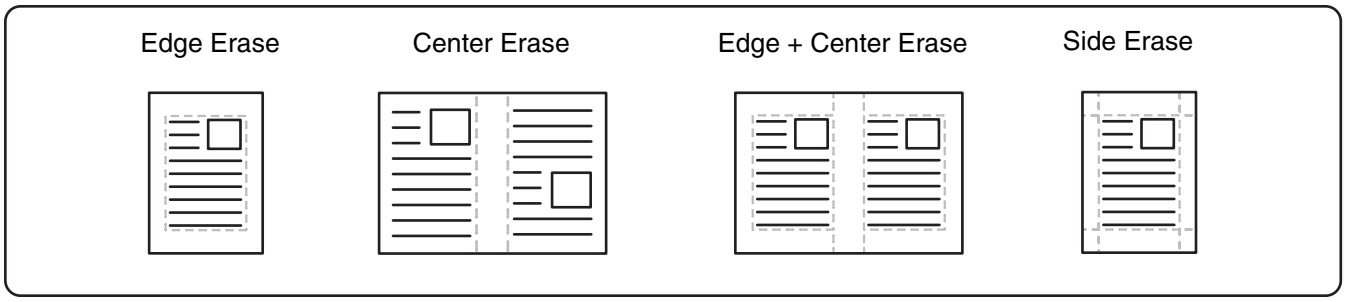
The erase function is used to erase shadows on images produced when scanning thick originals or books. (This function erases the parts of the image where shadows tend to form. The function does not detect shadows and erase only the shadows.)

Scanning a thick book



Not using the erase function	Using the erase function
	
Shadows appear in the image.	No shadows appear.

Erase modes



- Shadows at the edges of the original can also be erased when the automatic document feeder is used.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

If the desired mode is not selected, touch the tab of that mode.

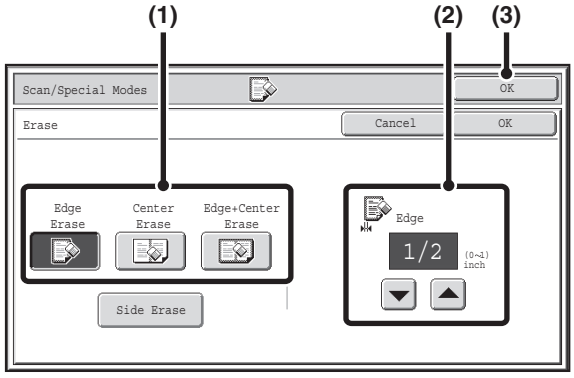
(2) Touch the [Special Modes] key.

(3) Touch the [Erase] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

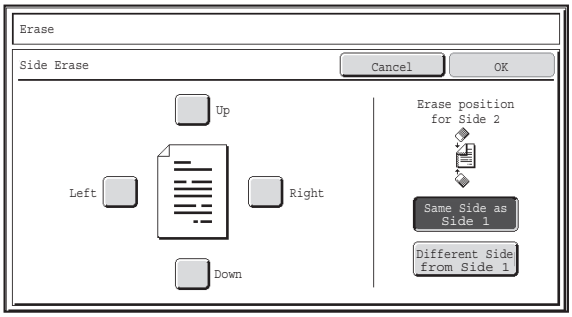
4 Select the erase settings.



(1) Touch the desired erase mode.

Select one of the 4 erase modes.

Touch the [Side Erase] key to open the following screen.



Touch the checkbox of the edge that you wish to erase and make sure that a checkmark (☑) appears.

When performing two-sided scanning, set the erase edge on the reverse side.

- If you touch the [Same Side as Side 1] key, the edge in the same position as on the front side will be erased.
- If you touch the [Different Side from Side 1], the edge in the position opposite to the erased edge on the front side will be erased.

When you have completed the settings, touch the [OK] key.

(2) Set the erasure width with the ▼ ▲ keys.

0" to 1" (0 mm to 20 mm) can be entered.

(3) Touch the [OK] key.

5 Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

When the erase function is used, erase takes place at the edges of the original image. If you also use a reduction or an enlargement setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 1" (20 mm) and the image is reduced to 50%, the erase width will be 1/2" (10 mm).

To cancel the erase setting...
Touch the [Cancel] key in the screen of step 4.

System Settings (Administrator): Erase Width Adjustment
The default erase width setting is linked to the copy mode system setting, and can be set from 0" to 1" (0 mm to 20 mm). The factory default setting is 1/2" (10 mm).

SENDING AN ORIGINAL AS TWO SEPARATE PAGES (Dual Page Scan)

The left and right sides of an original can be scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

Example: Faxing the left and right pages of a book



Book or bound document

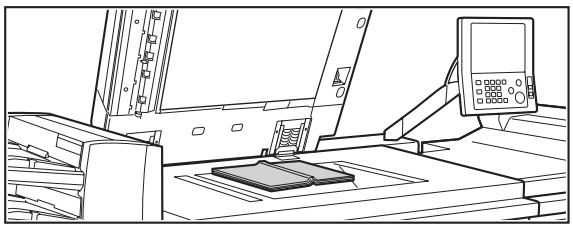
The pages are scanned and transmitted as two separate pages.

Example:

Original scan size	Transmitted image
11" x 17" (A3) x 1 page	8-1/2" x 11" (A4) x 2 pages

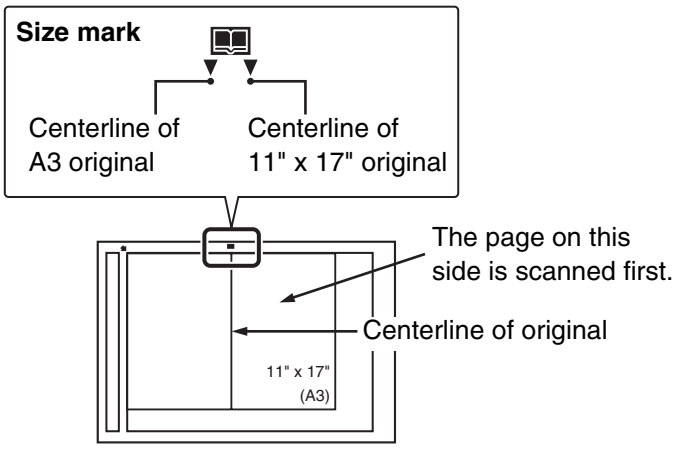
- When using dual page scan, the original must be placed on the document glass.
- The send size cannot be changed.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Place the original face down on the document glass.

Align the center of the original with the appropriate size mark ▼.



2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

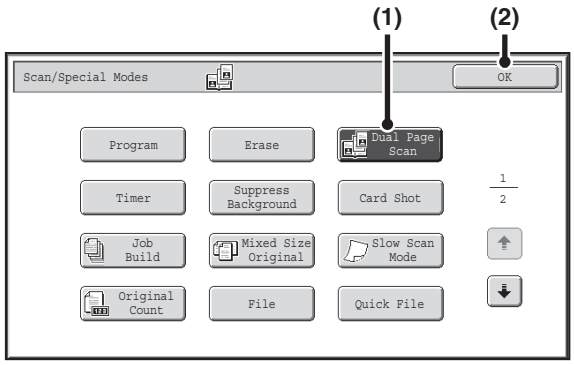
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4 Select Dual Page Scan.



(1) Touch the [Dual Page Scan] key so that it is highlighted.

(2) Touch the [OK] key.

5 Press the [START] key () to scan the first original.

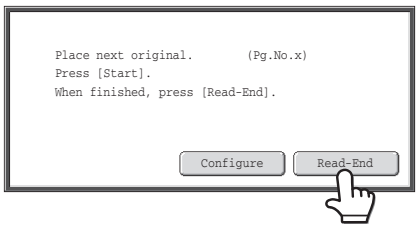
To cancel scanning...

Press the [STOP] key () to cancel the operation.

6 If you have more pages to scan, change pages and then press the [START] key ().

Repeat this step until all pages have been scanned.

7 Touch the [Read-End] key.



The [Configure] key can be touched to change the exposure, resolution and scan size for each original page scanned. The send size cannot be changed.

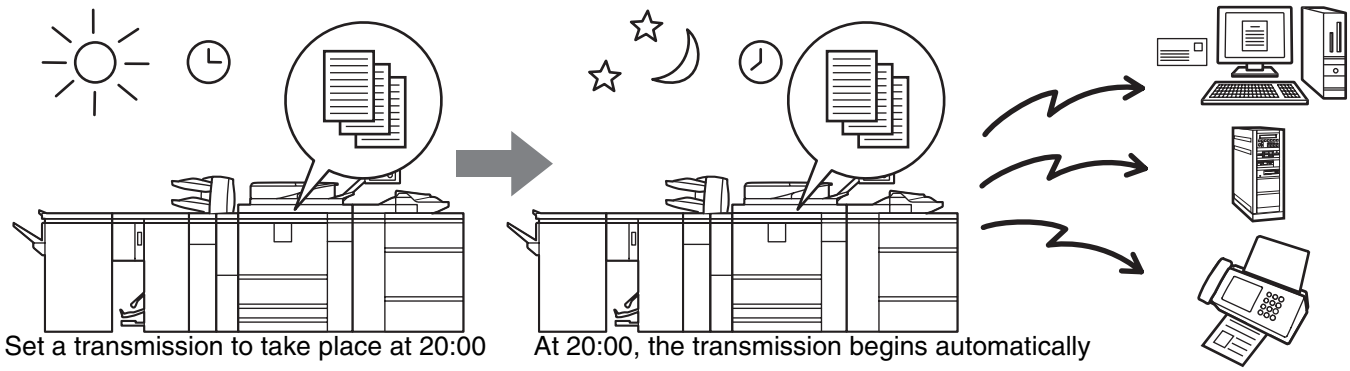
To cancel scanning...
Press the [STOP] key () to cancel the operation.

- To erase shadows caused by the binding of a book or other bound document, use the erase function. (Note, however, that "Center Erase" and "Edge + Center Erase" cannot be used.)
- When the scan size of the original is specified by numerical values, this function cannot be used.

To cancel the dual page scan setting...
Touch the [Dual Page Scan] key in the screen of step 4 so that it is no longer highlighted, and touch the [OK] key.

SENDING A FAX AT A SPECIFIED TIME (Timer)

This function lets you specify a time at which a transmission or broadcast transmission will automatically take place. Transmission begins automatically at the specified time.
For fax, this function is convenient for performing a transmission reservation or broadcast transmission when you are not present or at night when telephone charges are less expensive. A timer setting can also be specified for polling reception to receive a fax when you are not present.



- When a timer transmission is stored, keep the main power switch in the "on" position. If the main power switch is in the "off" position at the specified time, transmission will not take place.
- When performing a timer transmission, you must scan the original into memory when you set up the transmission. It is not possible to leave the document in the auto document feeder or on the document glass and have it scanned at the specified time of transmission.
- Settings selected for a timer transmission (exposure, resolution, special modes, etc.) are automatically cleared after the transmission is finished. (However, when the document filing function is used, the scanned original and settings are stored on the built-in hard drive. For more information on the document filing function, see the Document Filing Guide.)
- This function cannot be used in USB memory mode.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

If the desired mode is not selected, touch the tab of that mode.

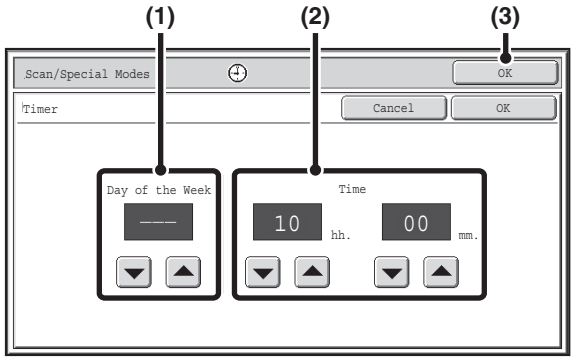
(2) Touch the [Special Modes] key.

(3) Touch the [Timer] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Set the time with the ▼ ▲ keys.

(1) Specify the day.

If you do not wish to specify the day, select [---]. In this case, transmission will begin when the time specified in (2) arrives.

(2) Specify the time (hour, minute)

Select the time in 24-hour format.

(3) Touch the [OK] key.

When this screen is opened, the setting will show the current time. If the time is not correct, press the [CLEAR ALL] key ([CA]) to cancel the operation. Correct the time in the system settings and then perform the timer transmission procedure.

☞ CHECKING THE DATE AND TIME (page 9)

5

Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

To cancel scanning...

Press the [STOP] key () to cancel the operation.

- The time can be specified up to a week in advance.
- Up to 94 timer transmissions can be stored at once.
- If another transmission is in progress when the specified time arrives, the timer transmission will begin after that transmission is finished.
- Other transmissions can be performed as usual after a timer transmission is stored.
- A timer transmission can be deleted in the job status screen.
- If a timer transmission is given priority in the job status screen, the time specification is canceled. The transmission will begin as soon as the job in progress is completed.

☞ GIVING PRIORITY TO A RESERVED JOB (page 169)

Fax mode:

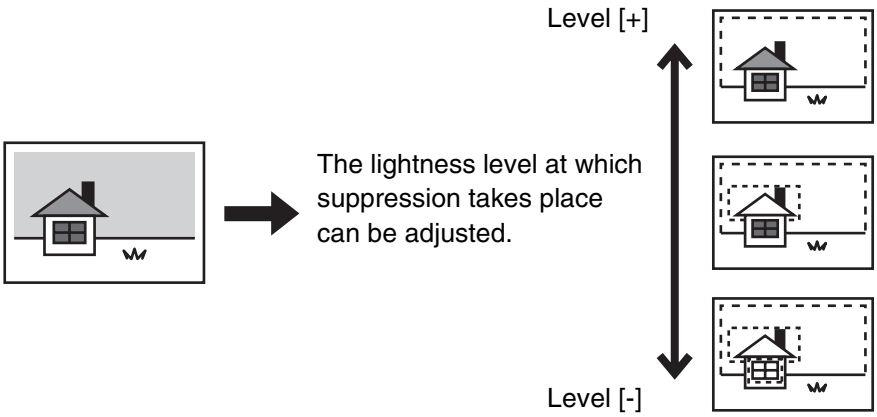
- Only one timer polling operation can be stored at once. If you wish to poll multiple machines, store a serial polling timer operation.
- This function cannot be used in direct transmission mode or when the speaker is used to dial.

To cancel timer transmission...

Touch the [Cancel] key in the screen of step 4.

WHITENING FAINT COLORS IN THE IMAGE (Suppress Background)

This feature is used to suppress light background areas.



- This function cannot be used in Internet fax mode and in fax mode.
- To use this function, the color expansion kit must be installed.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

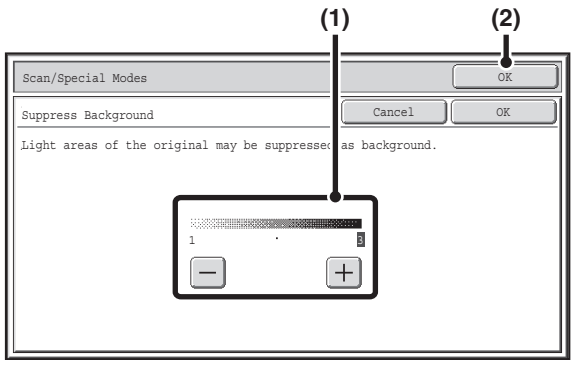
(3) Touch the [Suppress Background] key.

Read the message that appears and then touch the [OK] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4 Select the suppress background setting.



(1) Adjust the background suppression level.

Touch the [+] key to suppress only faint background.
Touch the [-] key to suppress faint to dark background.

(2) Touch the [OK] key.

5 Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

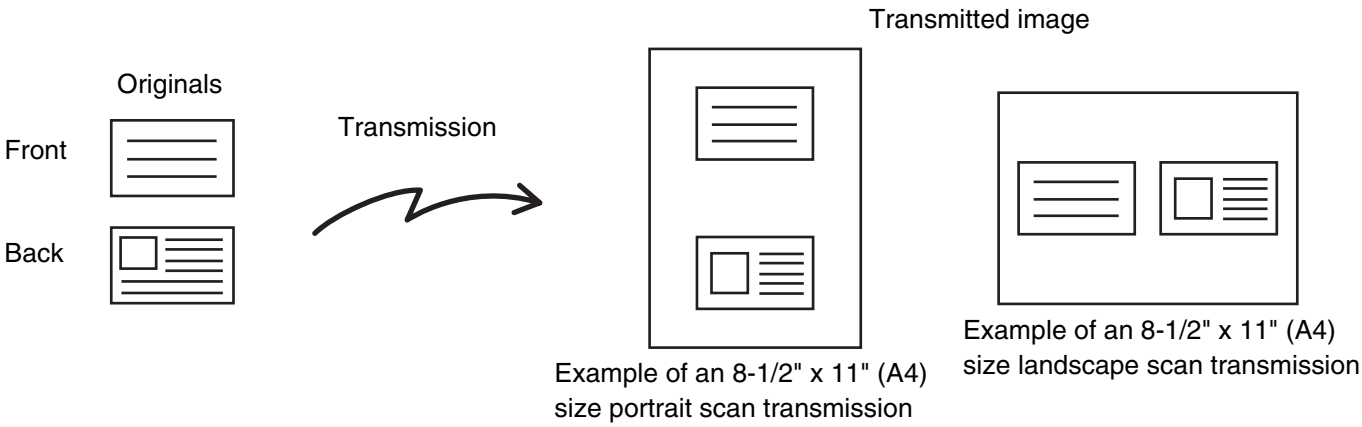
When the original is scanned in [Mono2], the suppress background function will not operate.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

To cancel the background suppression setting...
Touch the [Cancel] key in the screen of step 4.

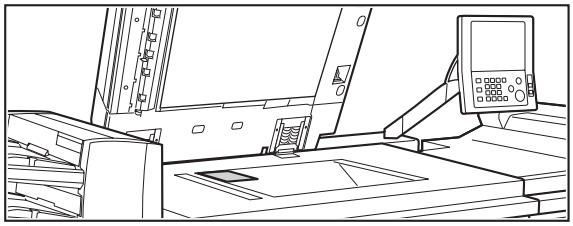
SENDING BOTH SIDES OF A CARD AS A SINGLE PAGE (Card Shot)

This function lets you send the front and reverse sides of a card as a single page, without the need to send each side separately.



- When using card shot, the original must be placed on the document glass.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Place the original face down on the document glass.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

If the desired mode is not selected, touch the tab of that mode.

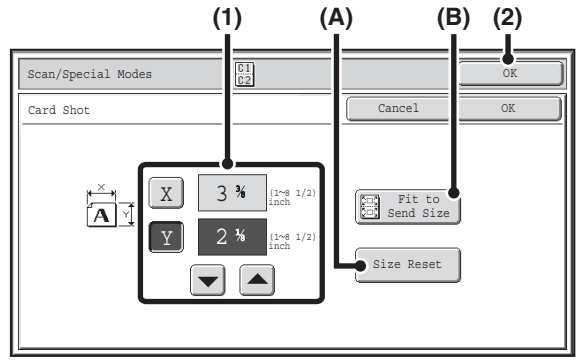
(2) Touch the [Special Modes] key.

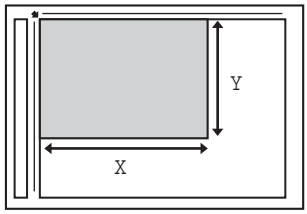
(3) Touch the [Card Shot] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4 Specify the original size.





(1) Enter the original size.

- Touch the [X] key and enter the horizontal dimension (X) of the original with the ▼ ▲ keys.
- Touch the [Y] key and enter the vertical dimension (Y) of the original with the ▼ ▲ keys.

(A)To return the original size to the default size, touch the [Size Reset] key.

(B)To automatically enlarge or reduce the image to fit the send size, touch the [Fit to Send Size] key. If you wish to scan the original at the entered original size, there is no need to touch this key.

(2) Touch the [OK] key.

- The send size will be selected automatically based on the entered original size.
- After selecting Card Shot, you can touch the [Original] key in the base screen to change the original scan size or the send size. In this case, the screen of this step appears when you touch the scan size key. For the procedure for setting the send size, see "Specifying the send size of the image" (page 74).

5 Press the [START] key (◇) to scan the front of the card.

To cancel scanning...

Press the [STOP] key (⊗) to cancel the operation.

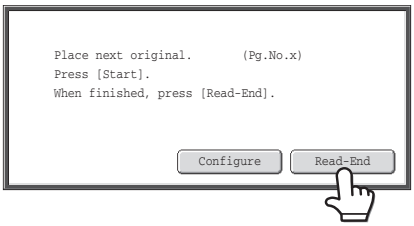
6 Turn the card over so that the back is face down, and press the [START] key () to scan the back of the card.

The back of the card will be scanned using the same color mode as the front.

Before scanning the back of the card, you can touch the [Configure] key in the touch panel to change the exposure.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

7 Touch the [Read-End] key.



If you will continue by scanning the front of the card, you can touch the [Configure] key to change the exposure, resolution, scan size, and send size.

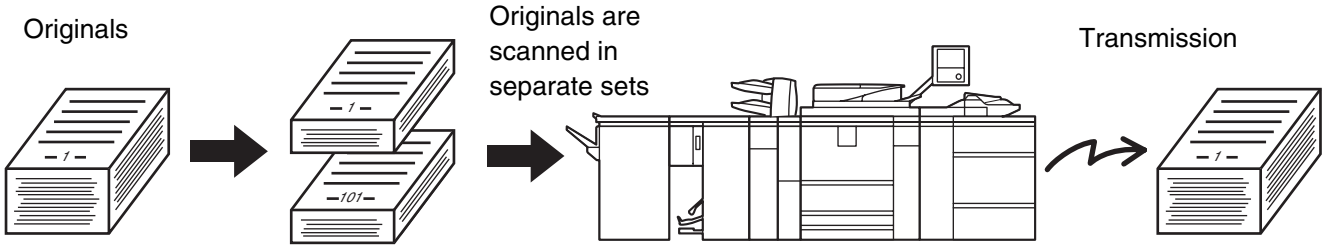
- The ratio cannot be specified and "Rotation Sending Setting" cannot be selected.
- Fax mode:
 This function cannot be used in direct transmission mode or when the speaker is used to dial.

To cancel Card Shot...
Touch the [Cancel] key in the screen of step 4.

SENDING A LARGE NUMBER OF PAGES (Job Build)

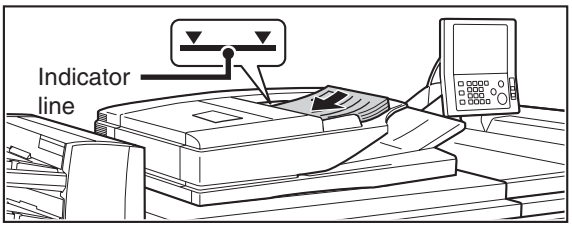
This function lets you separate an original consisting of numerous pages into sets, scan each set using the automatic document feeder, and transmit the pages in a single transmission. Use this function when the number of originals that you wish to scan exceeds the maximum number of sheets that can be inserted in the automatic document feeder at once.

When scanning originals that are separated into sets, scan the set that has the first page first. The settings that you select for the first set can be used for all remaining sets.



- Up to 999 pages can be scanned. Note that when the memory is being used for other jobs, fewer pages can be scanned.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3

Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

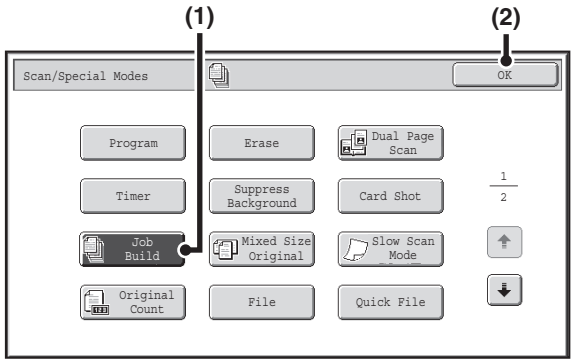
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Select job build mode.

(1) Touch the [Job Build] key so that it is highlighted.

(2) Touch the [OK] key.

5

Press the [START] key () to scan the first original.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

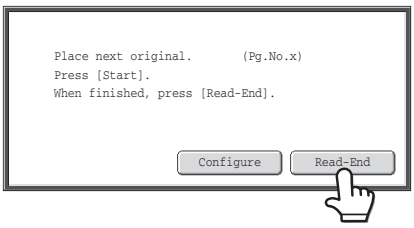
6

Insert the next set of originals and press the [START] key ().

Repeat until all originals have been scanned.

To cancel scanning...
Press the [STOP] key () to cancel the operation. All scanned data will be cleared.

7



Touch the [Read-End] key.

- If no action is taken for one minute after the confirmation screen appears, scanning automatically ends and the transmission is reserved.
- The [Configure] key can be touched to change the exposure, resolution, scan size, and send size for each original page scanned. However, when Job Build is used in combination with "2in1" in the special modes, only the exposure can be changed when scanning each even-numbered page of the original pages.

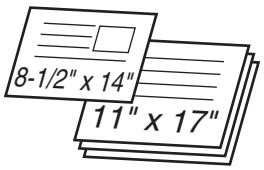
- If the memory becomes full during scanning, a message will appear and the transmission will be canceled.
- Fax mode:
 This function cannot be used in direct transmission mode or when the speaker is used to dial.

To cancel the job build function....
Touch the [Job Build] key in the screen of step 4 so that it is not highlighted.

TRANSMITTING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)

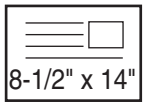
This feature lets you send originals of different sizes at the same time; for example, 8-1/2" x 14" (B4) size originals mixed together with 11" x 17" (A3) size originals. When scanning the originals, the machine automatically detects the size of each original.

Originals
(8-1/2" x 14" (B4) original mixed in with 11" x 17" (A3) originals)



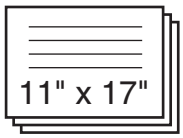
Files created

1st page



Scanned in at 8-1/2" x 14" (B4) size

2nd to 4th pages



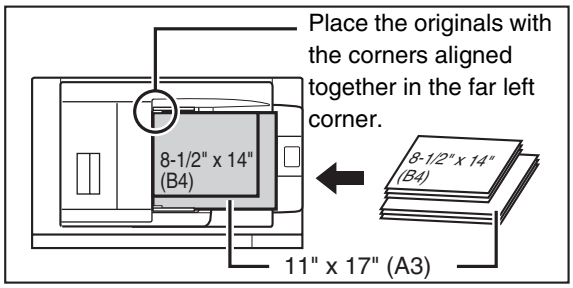
Scanned in at 11" x 17" (A3) size

This feature can only be used with the following combinations of original sizes:

- 11" x 17" and 8-1/2" x 14"
- 11" x 17" and 8-1/2" x 13"
- 11" x 17" and 5-1/2" x 8-1/2"
- A3 and B4
- A3 and B5
- B4 and A4
- A4 and B5
- A4R and B5
- B4 and A4R
- B4 and A5
- B5 and A5

When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Insert the originals face up in the document feeder tray.

Insert the originals with the corners aligned together in the far left corner of the document feeder tray.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

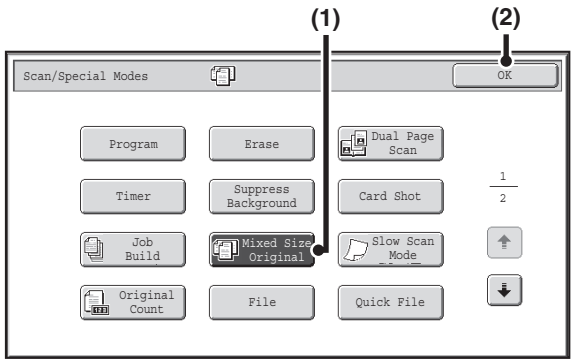
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4 Select the mixed size original setting.



(1) Touch the [Mixed Size Original] key so that it is highlighted.

(2) Touch the [OK] key.

If an original scan size has been specified, a message will appear when the [Mixed Size Original] key is touched. To enable the Mixed Size Original setting, change the scan size setting to auto and then touch the [Mixed Size Original] key again.

5 Press the [START] key ().

Scanning begins. A beep will sound to indicate that scanning is finished.

To cancel scanning...

Press the [STOP] key () to cancel the operation.

- If an original scan size is specified after selecting the "Mixed Size Original" setting, the original scan size setting will be enabled and the "Mixed Size Original" setting will be cleared.
- Mixed Size Original cannot be enabled when an original scan size is set. To enable Mixed Size Original, the scan size must be set to [Auto].
- Mixed Size Original cannot be enabled when the detection size of "Original Size Detector Setting" in the system settings (administrator) is set to [AB-3].
- When the mixed size original setting is selected, rotation sending does not operate.

To cancel the Mixed Size Original setting...

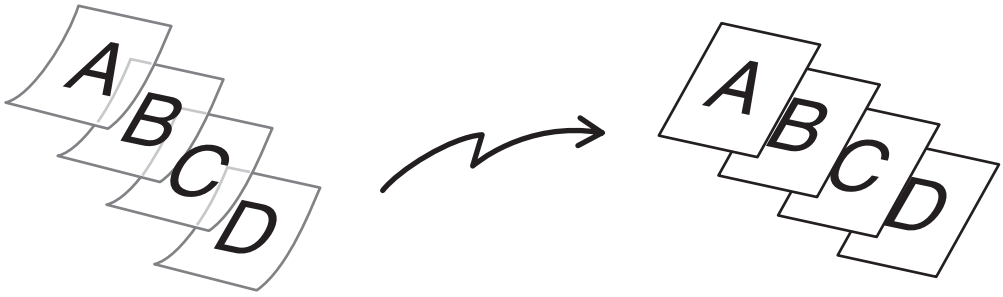
Touch the [Mixed Size Original] key in the screen of step 4 so that it is not highlighted.

System Settings (Administrator): Original Feeding Mode

The original feeding mode can be set to always scan mixed size originals.

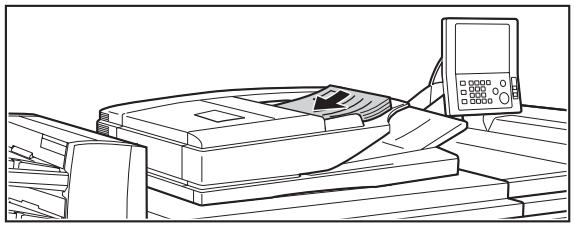
SCANNING THIN ORIGINALS (Slow Scan Mode)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Insert the originals face up in the document feeder tray.

Adjust the original guides slowly.

If the originals are inserted with too much force, they may crumple and misfeed.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3

Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

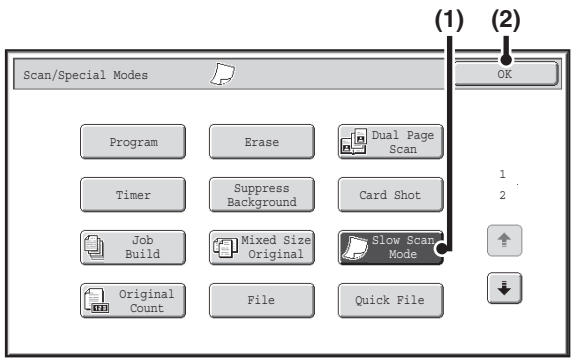
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Select slow scan mode.

(1) Touch the [Slow Scan Mode] key so that it is highlighted.

(2) Touch the [OK] key.

5

Press the [START] key ().

Scanning begins. A beep will sound to indicate that scanning is finished.

To cancel scanning...
Press the [STOP] key () to cancel the operation.

When this function is selected, automatic 2-sided scanning is not possible.

To cancel slow scan mode...
Touch the [Slow Scan Mode] key in the screen of step 4 so that it is not highlighted.

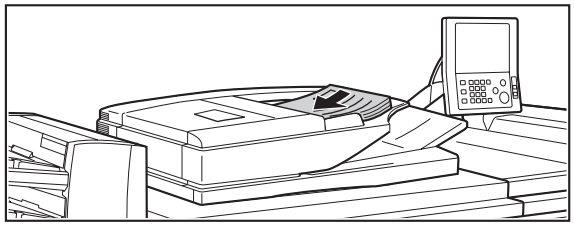
System Settings (Administrator): Original Feeding Mode
This is used to have scanning always take place in slow scan mode.

CHECKING THE NUMBER OF SCANNED ORIGINAL SHEETS BEFORE TRANSMISSION (Original Count)

The number of scanned original sheets can be counted and displayed before transmission. Checking the number of scanned original sheets before transmission helps prevent transmission mistakes.

- This function cannot be used in USB memory mode.
- The setting can be enabled separately for each mode.

1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

3

Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

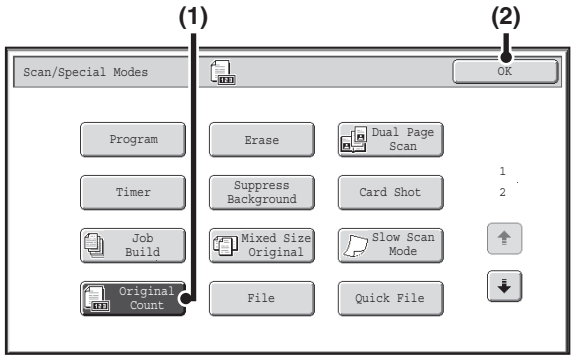
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Select the original count function.

(1) Touch the [Original Count] key.

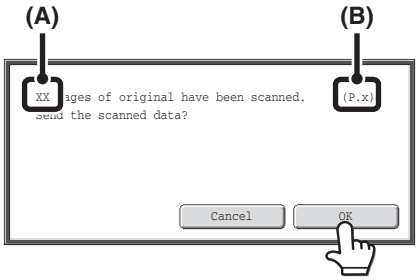
(2) Touch the [OK] key.

5 Press the [START] key ().

Scanning begins.

To cancel scanning...
Press the [STOP] key () to cancel the operation. All scanned data will be cleared.

6 When scanning ends, check the number of original sheets scanned and touch the [OK] key.



Transmission will begin.

- When Job Build mode is used, the confirmation message will appear after the [Read-End] key is touched.
- The message on the screen shows the number of sheets scanned in (A), and the number of pages (sheet sides) scanned in (B). For example, if both sides of one original sheet are scanned, "1" will appear in (A) and "2" will appear in (B).

If this step is not performed for one minute while the above confirmation screen appears, the scanned image and settings will be cleared and the base screen will reappear. Scanning will not be completed automatically and the image will not be reserved for transmission.

If the displayed number of original sheets is different from the actual number of sheets...
Touch the [Cancel] key and then touch the [OK] key in the message screen to clear all scanned data. Scan settings and destination settings will not be cleared. Insert the original sheets in the automatic document feeder again and press the [START] key () to re-scan.

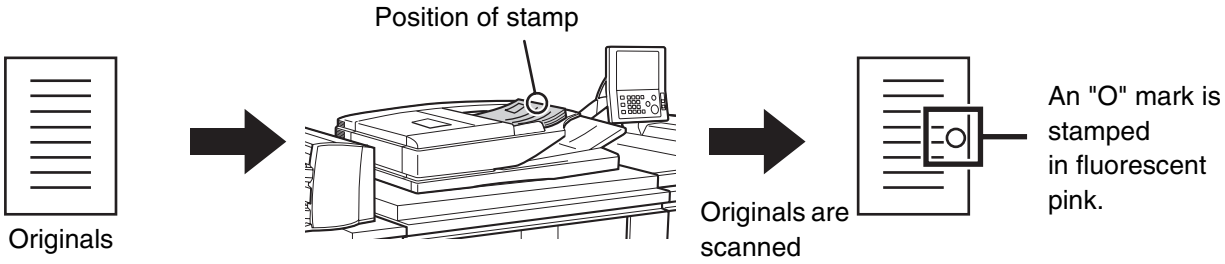
When a broadcast transmission is performed, if the original count function is selected in any of the modes, the function will operate for all destinations.

To cancel the Original Sheet Count function...
Touch the [Original Count] key in the screen of step 4 so that it is no longer highlighted.

System Settings (Administrator): Initial Original Count Setting
This can be enabled to have the number of original sheets always counted. The setting can be enabled separately for each mode.

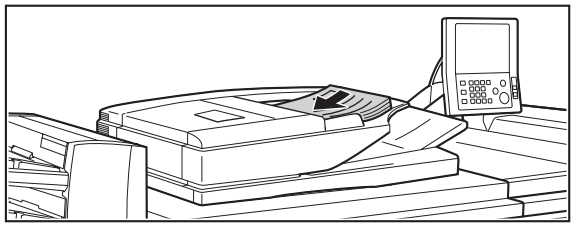
STAMPING SCANNED ORIGINALS (Verif. Stamp)

This function stamps each original that is scanned using the automatic document feeder, allowing you to verify that all originals were correctly scanned.



- To use this function, the optional stamp unit must be installed.
- When using USB memory mode, connect the USB memory device to the machine before performing the procedure below.

1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2

Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

When scanning to USB memory in USB memory mode, there is no need to specify the destination. Go to step 3.

3

Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

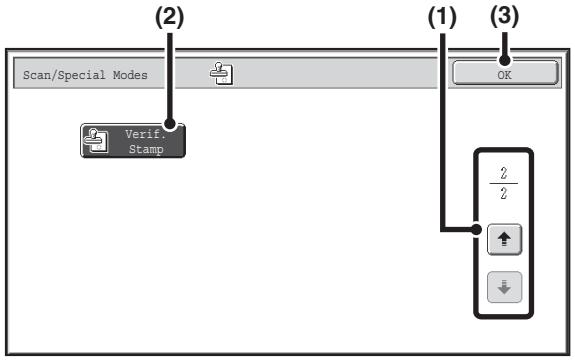
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Select "Verif. Stamp".

(1) Touch the ↓ ↑ keys to switch through the screens.

(2) Touch the [Verif. Stamp] key so that it is highlighted.

(3) Touch the [OK] key.

5

Press the [START] key (◇).

Scanning begins. A beep will sound to indicate that scanning is finished.

To cancel scanning...
Press the [STOP] key (⊗) to cancel the operation.

- When two-sided scanning is selected, the front side of the original is stamped twice.
- If an error occurs during scanning, an orignial that was not scanned may be stamped.
- When the "O" mark that is stamped on originals starts to become faint, replace the stamp cartridge. For the procedure for replacing the stamp cartridge, see "REPLACING THE STAMP CARTRIDGE" in the Maintenance Guide.

To cancel the stamp function...
Touch the [Verif. Stamp] key in the screen of step 4 so that it is no longer highlighted.

System Settings (Administrator): Default Verification Stamp
This setting is used to always have originals stamped.

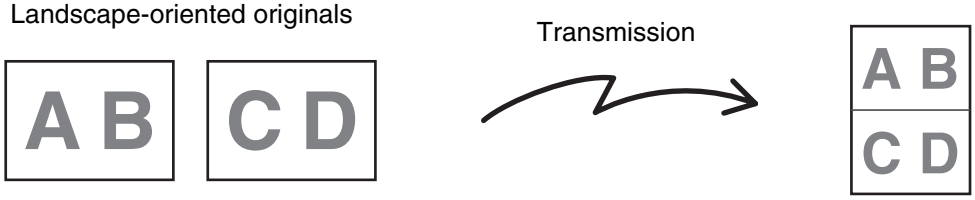
SENDING TWO PAGES AS A SINGLE PAGE (2in1)

Two original pages can be reduced to half their original size and sent together as a single page.

Portrait-oriented originals



Landscape-oriented originals

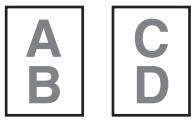
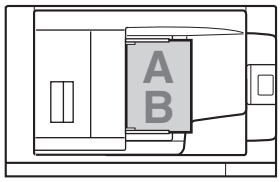
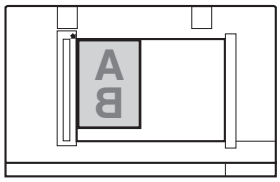
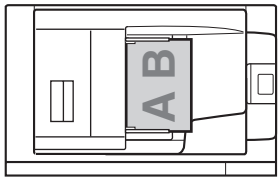
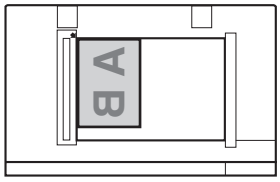


This function can be used in Internet Fax mode and fax mode.

1

Place the original.

When placing the originals, orient them as shown below.

Originals	Document feeder tray Place the originals face up.	Document glass Place the originals face down.
Portrait orientation 		
Landscape orientation 		

2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

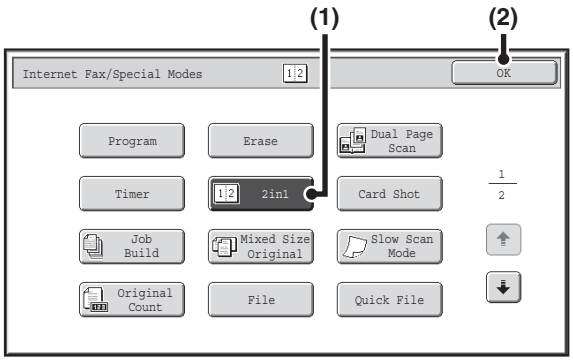
If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

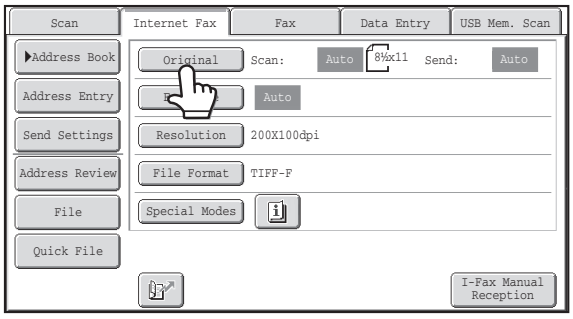
4 Select 2in1.



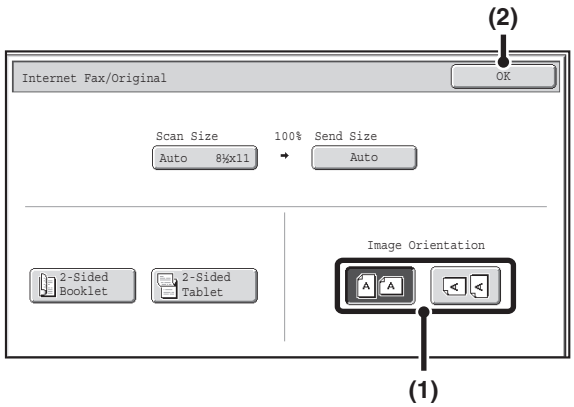
(1) Touch the [2in1] key so that it is highlighted.

(2) Touch the [OK] key.

5 Touch the [Original] key.



6



Specify the orientation in which the original is placed.

(1) Touch the "Image Orientation" key with the same orientation as the original image.

If this setting is not correct, a suitable image may not be transmitted.

(2) Touch the [OK] key.

7

Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

The [Configure] key can be touched in the scan-end confirmation screen to change the exposure, resolution, scan size, and send size. (However, when scanning each even-numbered page of the original, only the exposure can be changed.)

To cancel scanning...
Press the [STOP] key () to cancel the operation.

- Transmission is not possible at a size smaller than the original size.
- The 2in1 function cannot be used when the original is other than 8-1/2" x 11" or 5-1/2" x 8-1/2" (A4, B5, or A5) size.
- When the scan size of the original is specified by numerical values, this function cannot be used.
- Fax mode:
 This function cannot be used in direct transmission mode or when the speaker is used to dial.

To cancel 2in1...
Touch the [2in1] key in the screen of step 4 so that it is not highlighted.

CHANGING THE PRINT SETTINGS FOR THE TRANSACTION REPORT (Transaction Report)

A transaction report is automatically printed out to alert you when a transmission fails or when a broadcast transmission is performed. The transaction report contains a description of the transmission (date, start time, name of other party, time required, number of pages, result, etc.).

☞ INFORMATION APPEARING IN THE RESULT COLUMN (page 170)

This function can be used in Internet Fax mode and fax mode.

Transaction reports are printed based on conditions set in the system settings; however, you can temporarily select different conditions for a transmission. To change the transaction report print conditions at the time of transmission, follow the steps below.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Specify the destination.

☞ 2. ENTERING DESTINATIONS (page 25)

3 Select the special modes.

If the base screen is not displayed, touch the [Condition Settings] key.

(1) Make sure that the desired mode is selected.

If the desired mode is not selected, touch the tab of that mode.

(2) Touch the [Special Modes] key.

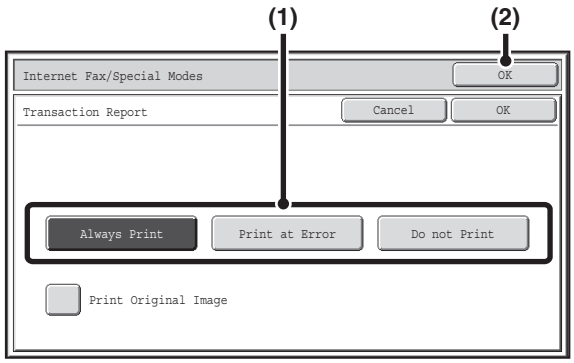
(3) Touch the ↓ ↑ keys to switch through the screens.

(4) Touch the [Transaction Report] key.

☞ SPECIAL MODES (page 87)

When you return to the base screen after specifying the destination, the base screen of the mode of the specified destination appears.

4



Select print conditions.

(1) Select the print conditions.

(2) Touch the [OK] key.

- The print conditions for a transaction report are as follows:
 "Always Print": A transaction report is printed no matter whether the transmission succeeds or fails.
 "Print at Error": A transaction report is printed when transmission fails.
 "Do not Print": Do not print a transaction report.
- When the [Print Original Image] checkbox is selected ☑, part of the transmitted original is included on the transaction report.
- Fax mode:
 Even when the [Print Original Image] checkbox is selected ☑, the original cannot be printed when speaker is used to dial, or when direct transmission or polling reception is used.

5

Press the [START] (◇) key.

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time.
 When scanning finishes, place the next original and press the [START] key (◇). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

To cancel scanning...
Press the [STOP] key (⊗) to cancel the operation.

For a broadcast transmission, changes to the transaction report print conditions apply to all destinations.

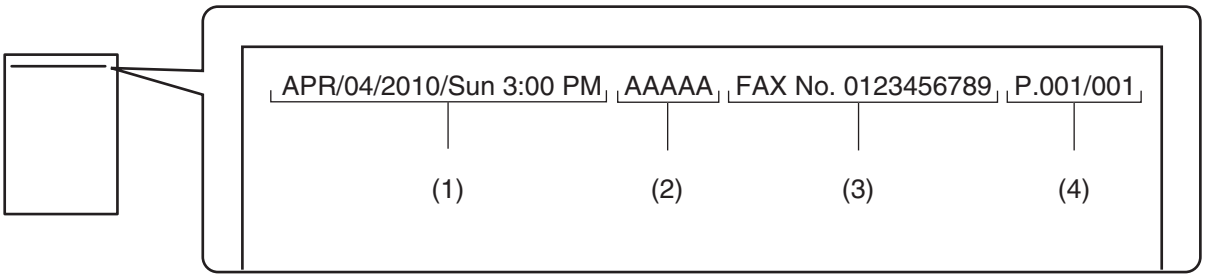
To cancel the transaction report setting...
Touch the [Cancel] key in the screen of step 4.

- **System Settings (Administrator): Transaction Report Print Select Setting**
 This is used to set the conditions for printing transaction reports.
 The factory default settings are print at [] below.
 Single Sending: Print Out All Report/[Print Out Error Report Only]/No Printed Report
 Broadcasting: [Print Out All Report]/Print Out Error Report Only/No Printed Report
 Receiving: Print Out All Report/Print Out Error Report Only/[No Printed Report]
 Confidential reception (fax mode): [Print Out Notice Page]/No Printed Report
- **System Settings (Administrator): Original Print on Transaction Report**
 This is used to have part of the transmitted original printed on the transaction report.

ADDING YOUR SENDER INFORMATION TO FAXES (Own number sending)

Your sender information (date, time, sender name, sender fax number, number of pages) is automatically added to the top of each fax page you transmit.

Example of the sender information printed



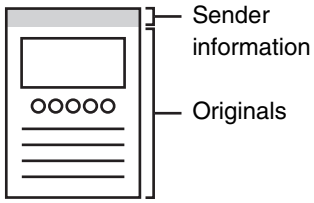
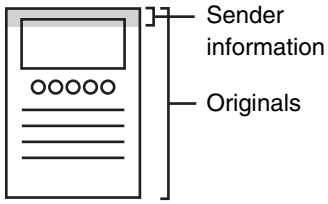
(1) Date, time: The date and time of transmission.
(2) Sender name: The sender name programmed in the machine.
(3) Sender fax number: The sender fax number programmed in the machine.
(4) Page numbers: Page number / total pages (the total page number is only printed when the fax is sent by memory transmission.)

Information programmed in Own Number Sending

Date, time:	To set or check the date and time, see the Administrator's Guide.
Sender name, sender fax number:	Program the sender name and fax number in "Fax Own Name and Number Set" in the system settings (administrator).
Page numbers:	Select whether or not to include page numbers in "Printing Page Number at Receiver" in the system settings (administrator). Page numbers appear in the format "page number / total pages". Only the page number is printed when manual transmission or quick online transmission is used.

System Settings (Administrator): Date/Own Number Print Position Setting

This is used to set the position where the sender information is printed. The sender information can be printed outside the scanned original image or inside the scanned original image.

Outside scanned image (factory default setting)	Inside scanned image
	
The transmitted image length will be: length of sender information + length of original image. When the fax is printed by the receiving machine, it may be reduced or divided onto two pages.	The sender information is printed inside the original image, and thus the transmitted image length is the length of the original. Note that the sender information will overlap part of the original image (the overlapped part of the original image will not appear).

TEMPORARILY CHANGING THE FAX SENDER INFORMATION (Own Name Select)

You can select the sender information printed on a transmitted fax from a list of stored senders.

1

Select the special modes.

(1) Touch the [Fax] tab.

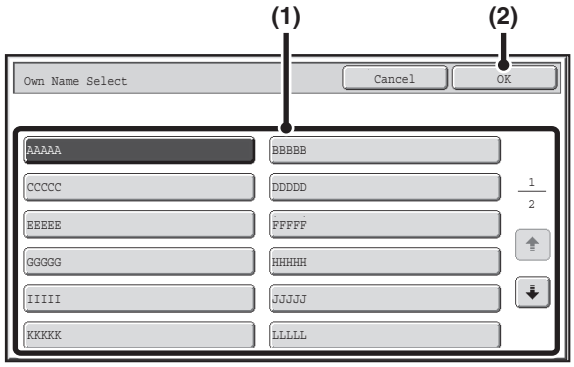
(2) Touch the [Special Modes] key.

(3) Touch the ↓ ↑ keys to switch through the screens.

(4) Touch the [Own Name Select] key.

☞ SPECIAL MODES (page 87)

2

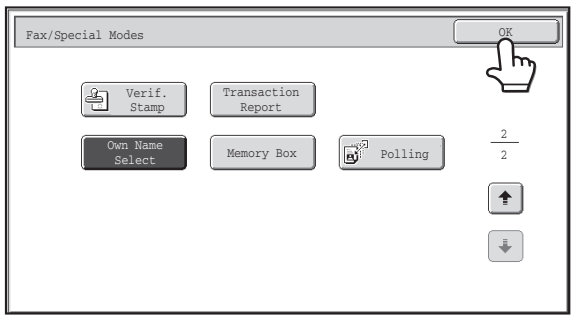


Select the sender information.

(1) Touch the desired sender information key.

(2) Touch the [OK] key.

3



Touch the [OK] key.

System Settings (Administrator): Registration of Own Name Select

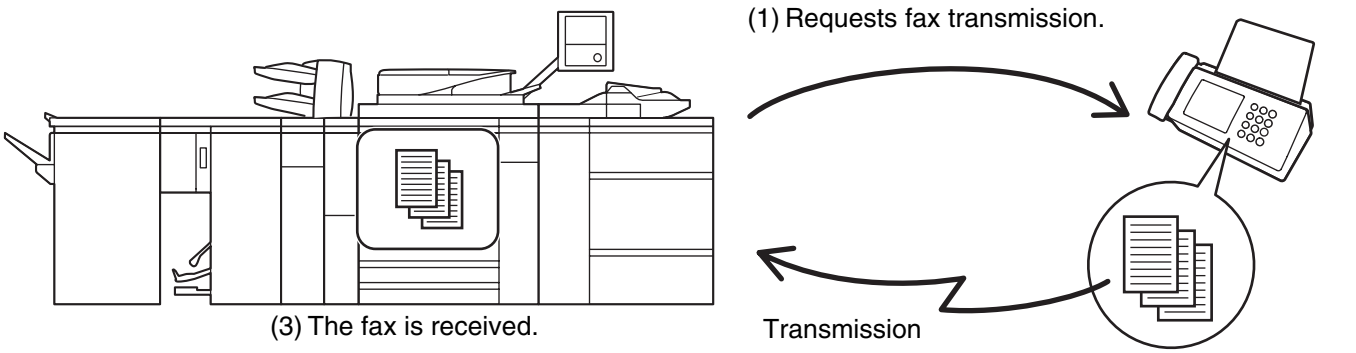
This is used to store sender information for Own Name Select.

5 SPECIAL FAX FUNCTIONS

This chapter explains special functions for fax, including polling, F-code communication, and using an extension phone. The explanations in this chapter assume that fax mode has been selected (the [Fax] tab has been selected in the send mode selection tabs).

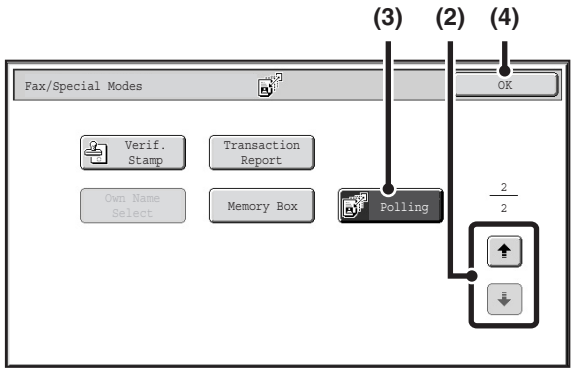
CALLING A FAX MACHINE AND INITIATING RECEPTION (Polling)

The Polling function allows the receiving machine to call the transmitting machine and initiate reception of a document in that machine.
Because the receiving machine initiates reception of a document, this is called "Polling Reception".



Make sure that an original is not placed in the machine when using the polling reception function.

1



Select polling reception.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Polling] key so that it is highlighted.

(4) Touch the [OK] key.

2 Enter the destination fax number.

☞ 2. ENTERING DESTINATIONS (page 25)

- **Multiple fax numbers can be entered.**
 Polling will take place in the order that the numbers were entered.
 Polling multiple machines is called "Serial Polling".
 Up to 500 fax numbers can be entered. In this procedure, one-touch keys that have a sub-address and passcode cannot be used.
- To enter multiple fax numbers, touch the [Next Address] key after entering a fax number and enter the next fax number.
- When the fax destination confirmation function is selected in the system settings (administrator), multiple destinations cannot be entered.

3 Press the [START] key ().

Your machine will call the other machine and initiate reception of the fax.

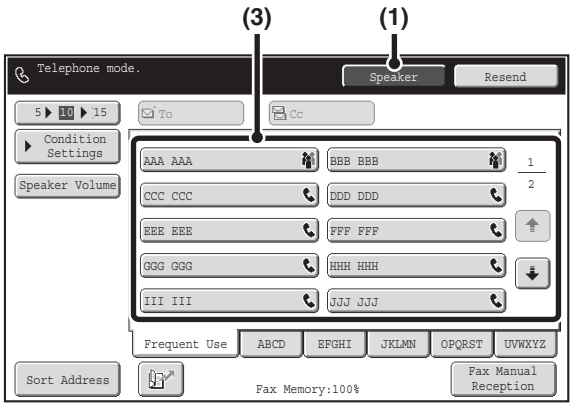
- Polling reception can be used in combination with the timer function to poll at any specified time, such as at night or when you are not present.
- This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.
- The receiving machine bears the expense (phone charges) of the polling reception.

To cancel polling reception...
Touch the [Polling] key in the screen of step 1 so that it is not highlighted.

INITIATING POLLING RECEPTION MANUALLY

- Make sure that an original is not placed in the machine when using the polling reception function.
- This function cannot be used to poll multiple machines (serial polling).

1



Enter the destination fax number.

(1) Touch the [Speaker] key.

You will hear the dial tone through the machine's speaker.

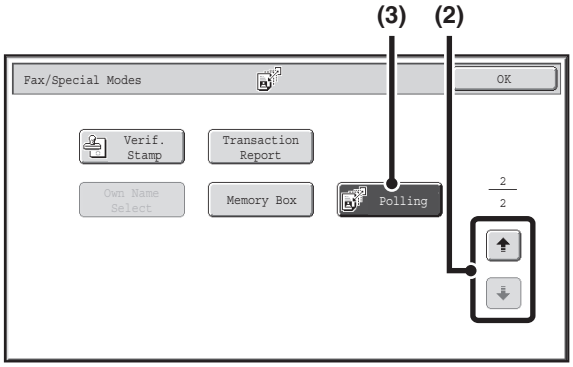
(2) Touch the [Address Book] key in the base screen.

(3) Touch the one-touch key of the desired destination.

A group key cannot be used.

- In addition to specification by one-touch key, a destination can also be specified using a search number. You can also directly enter a fax number with the numeric keys or look up a destination in a global address book. For more information, see "2. ENTERING DESTINATIONS" (page 25).
- After touching the [Speaker] key, you can touch the [Speaker Volume] key to adjust the volume of the speaker. The speaker volume changes each time the [Speaker Volume] key is touched. Adjust the volume to the desired level.

2



Receive the fax.

(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

(2) Touch the ↓ ↑ keys to switch through the screens.

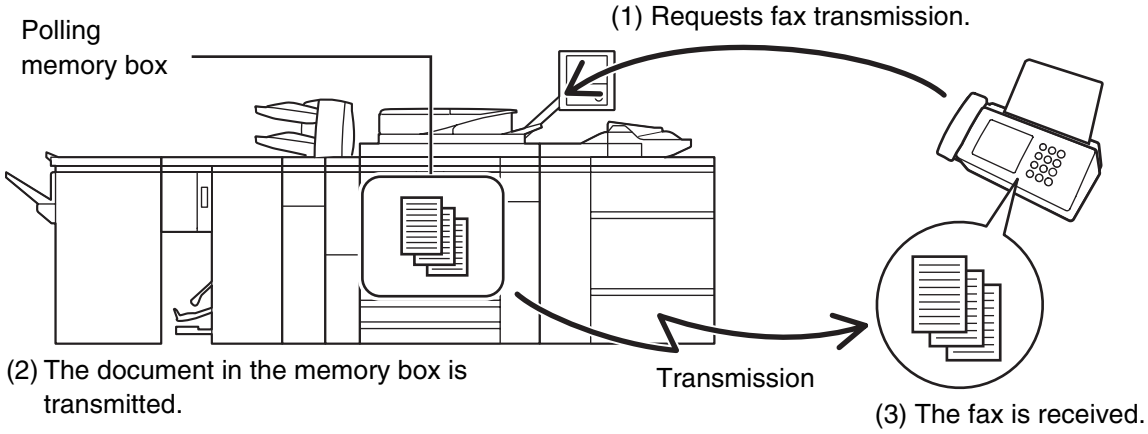
(3) When you hear the fax tone, touch the [Polling] key.

The fax is received.

- This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.
- The receiving machine bears the expense (phone charges) of the polling reception.

SENDING A FAX WHEN ANOTHER MACHINE POLLS YOUR MACHINE (Polling Memory)

Sending a document that has been scanned into memory when another machine polls your machine is called "Polling Memory".
Prior to polling, the document that will be faxed to the other machine must be scanned into a polling memory box.
This function can only be used when the other machine is Super G3 or G3 compatible and has a polling function.



RESTRICTING POLLING ACCESS (Polling security)

To only allow specified machines to poll your machine, you can restrict polling to machines whose programmed sender fax number matches a fax number stored in your machine as a polling passcode number. This is called "Polling Security".
To use this function, first store polling passcode numbers (the sender fax numbers programmed in the other machines) in the machine's system settings, and then enable polling security.

Up to 10 fax numbers can be stored as polling passcode numbers.

System Settings (Administrator): Fax Polling Security
This is used to enable polling security. This is used to store fax numbers as polling passcode numbers.

SCANNING A DOCUMENT INTO POLLING MEMORY

Follow these steps to scan a document into the memory box for polling transmission (Public Box).

A document cannot be scanned into the Public Box while it is in use for communication.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

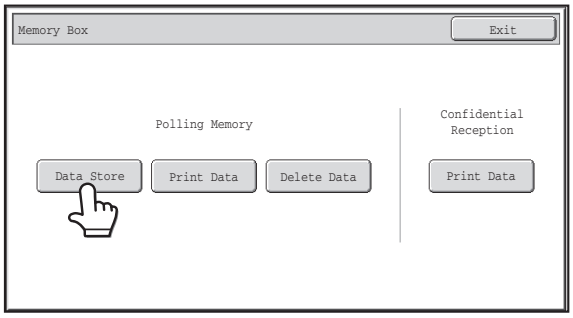
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

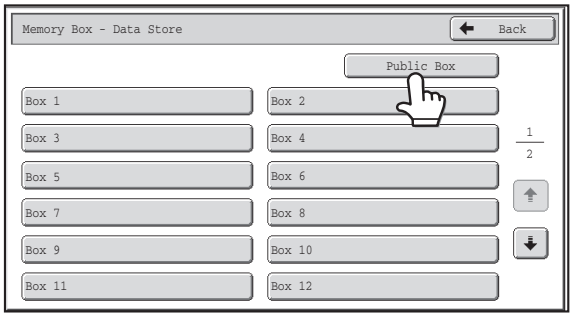
(2) Touch the [↓] [↑] keys to switch through the screens.

(3) Touch the [Memory Box] key.

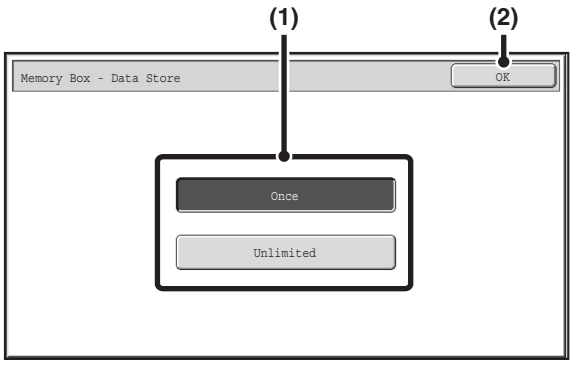
3 Touch the [Data Store] key.



4 Touch the [Public Box] key.



5 Specify the number of polling times.

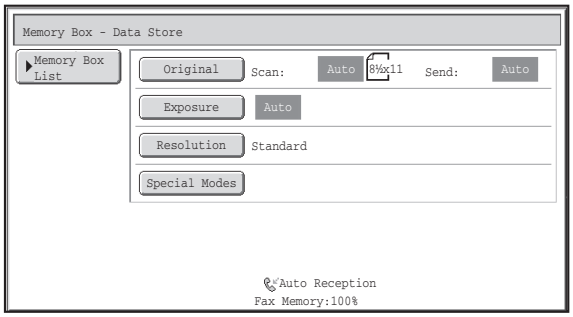


(1) Touch the key for the desired number of times.

Touch the [Once] key if you want the document cleared from memory after it is transmitted. Touch the [Unlimited] key to allow polling an unlimited number of times.

(2) Touch the [OK] key.

6



Select image settings and special modes.

- A program, timer setting, transaction report, polling, and document filing cannot be selected.
- To return to the screen of step 4, touch the [Memory Box List] key.

7

Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning...
Press the [STOP] key () while the original is being scanned.

If another document remains in the memory box (Public Box), the newly scanned document is added to the previous document. In this case, the number of polling times will be the number set for the newly scanned document.

PRINTING A DOCUMENT STORED IN THE PUBLIC BOX

To check a document stored in the Public Box for polling transmission, follow the steps below to print the document.

Document data in the Public Box cannot be printed while the Public Box is in use for communication.

1 Select the special modes.

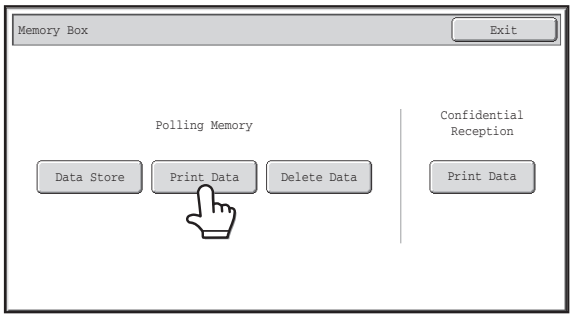
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

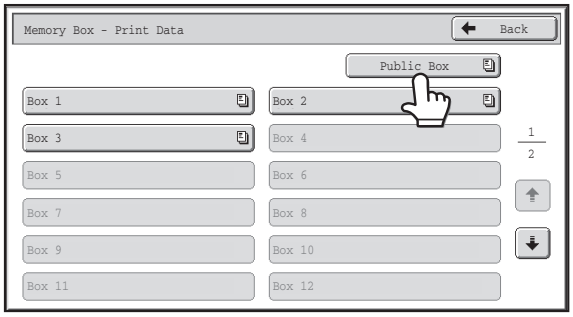
(2) Touch the [↓] [↑] keys to switch through the screens.

(3) Touch the [Memory Box] key.

2 Touch the [Print Data] key.



3 Touch the [Public Box] key.



When nothing is stored in the Public Box, the [Public Box] key will be grayed out.

4 Press the [START] key ().

The stored document is printed.

To cancel printing...

Touch the [Cancel] key in the touch panel.

DELETING A DOCUMENT FROM THE PUBLIC BOX

Delete a document from the Public Box when it is no longer needed.

Document data in the Public Box cannot be deleted while the Public Box is in use for communication.

1 Select the special modes.

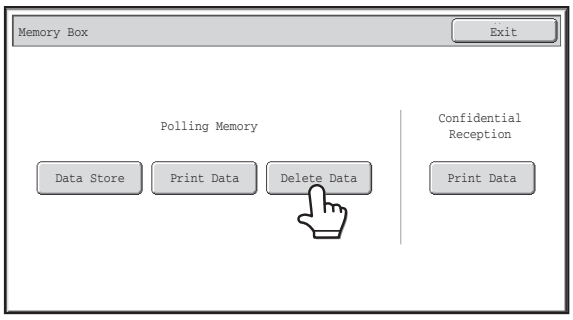
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

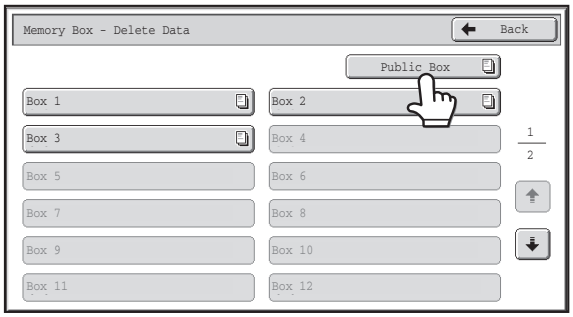
(2) Touch the [↓] [↑] keys to switch through the screens.

(3) Touch the [Memory Box] key.

2 Touch the [Delete Data] key.

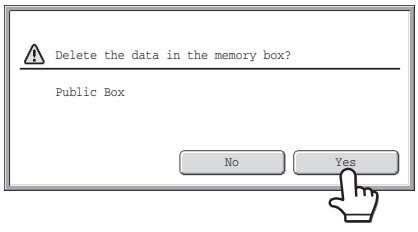


3 Touch the [Public Box] key.



When nothing is stored in the Public Box, the [Public Box] key will be grayed out.

4 Touch the [Yes] key.



The document is deleted and you return to the screen of step 3.

To cancel the deletion...

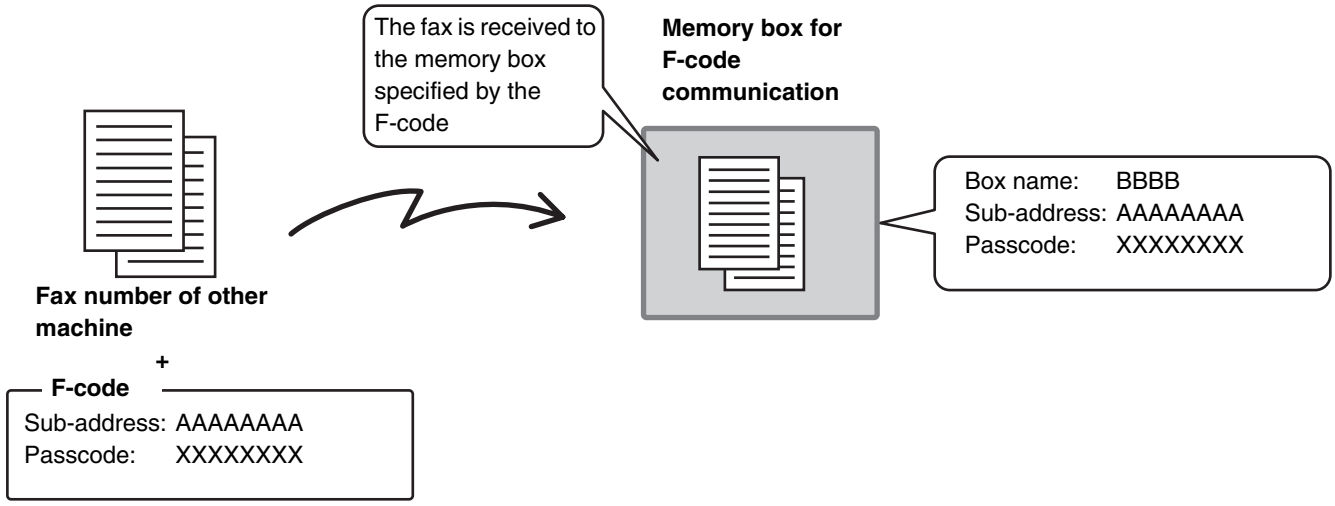
Touch the [NO] key. You will return to the screen of step 3.

F-CODE COMMUNICATION

Exchange of confidential documents (confidential communication), retrieval (polling) and distribution (polling memory) of information, distribution of information to multiple destinations (relay broadcast transmission) are possible with other machines that support F-code communication.
An F-code* is specified in each communication, enabling a higher level of security.
*F-code is a communication function based on the G3 standard of the ITU-T.

HOW F-CODES WORK

A fax that is transmitted with an F-code is received to the memory box in the receiving machine specified by the F-code (sub-address and passcode). If the F-code sent by the transmitting machine does not match the F-code in the receiving machine, reception will not take place.



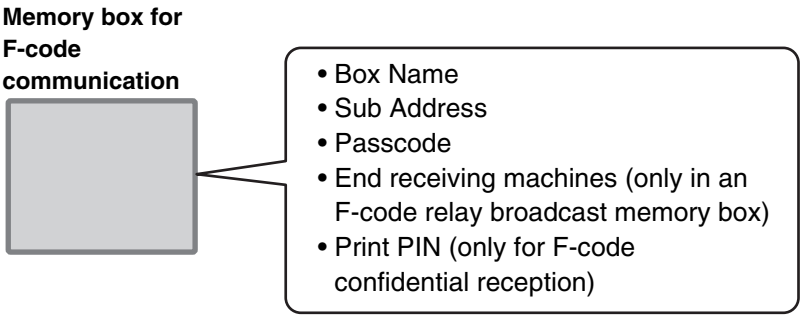
The products of other manufacturers may use different terms for "sub-address" and "passcode". If you need to contact the operator of another machine regarding sub-addresses and passcodes, refer to the terms used by the ITU-T in the table below.

The machine	ITU-T		
	F-code polling memory box	F-code confidential box	F-code relay broadcast memory box
Sub Address	SEP	SUB	SUB
Passcode	PWD	SID	SID

An F-code consists of a sub-address and passcode, and cannot be longer than 20 digits.

CREATING MEMORY BOXES IN THE MACHINE FOR F-CODE COMMUNICATION

Before the F-code communication function can be used, special memory boxes must be created using "F-Code Memory Box" in the system settings.
A box name and F-code (sub-address and passcode) are programmed in each box, and an F-code communication function is assigned to each box.
After you have created a memory box, inform the other party of the sub-address and passcode of the box.

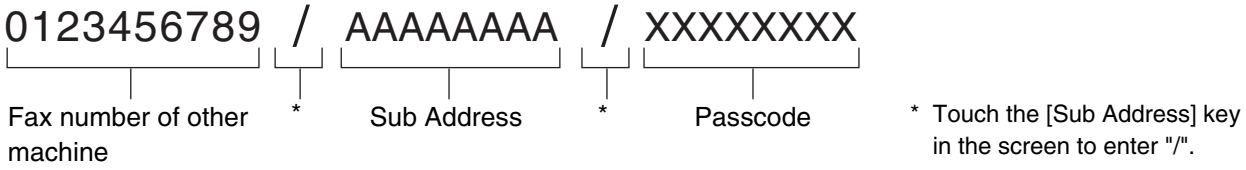


To use the following F-code communication functions, F-code memory boxes must be created in your machine.
F-code confidential reception, F-code polling memory, F-code relay broadcast transmission
To use the following F-code communication functions, F-code memory boxes must be created in the other machine.
F-code confidential transmission, F-code polling reception, F-code relay request transmission

System Settings: F-CODE MEMORY BOX (page 179)
This is used to configure memory boxes for F-code communication.
- Up to 100 memory boxes can be created.
- The memory box name cannot be longer than 18 characters, and the sub-address and passcode cannot be longer than 20 digits.

F-CODE DIALING

When performing an F-code operation, the F-code (sub-address and passcode) is appended to the fax number that is dialed. Check the F-code (sub-address and passcode) programmed in the memory box in the other machine before you perform an F-code transmission. It is convenient to store an F-code together with the fax number in a one-touch key or group key.



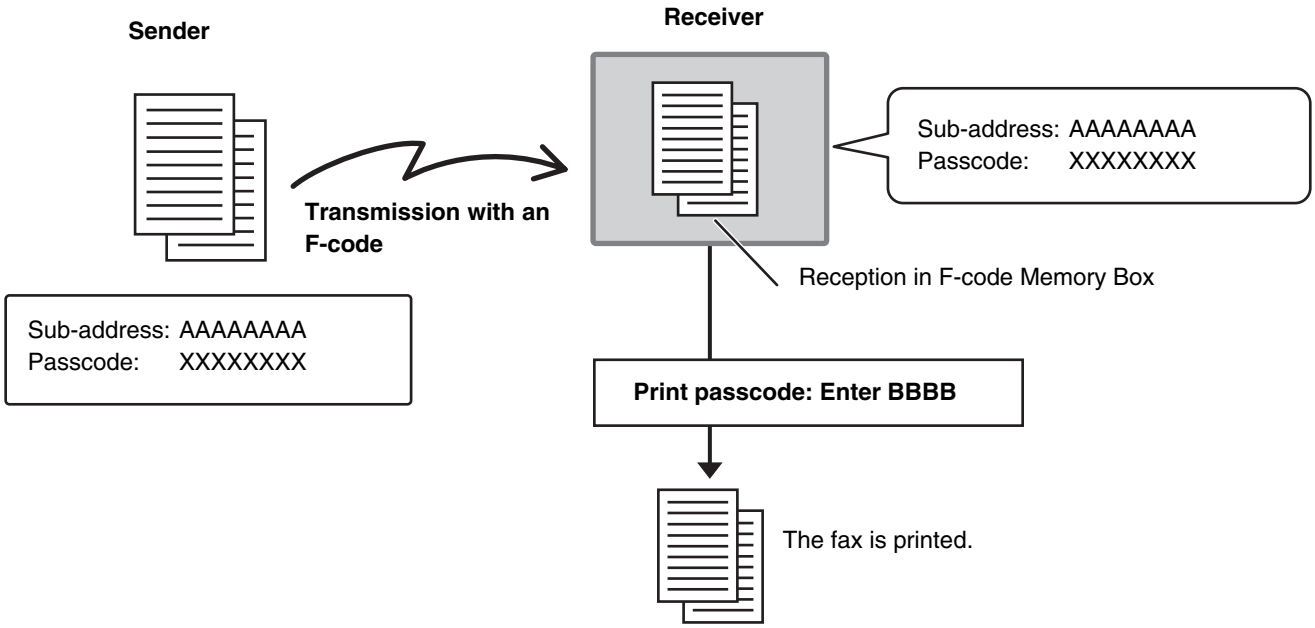
When the following F-code functions are used, your machine dials the other machine.
F-code confidential transmission, F-code polling reception, F-code relay request transmission
When the following F-code functions are used, the other machine dials your machine.
F-code confidential reception, F-code polling memory, F-code relay broadcast transmission

- If the destination machine does not have a passcode configured in the F-code, do not enter a passcode when dialing that machine.
- F-code communication cannot be performed when using the speaker or performing manual transmission.

System Settings: ADDRESS BOOK (page 174)
This is used to store and edit one-touch keys and group keys.

CONFIDENTIAL COMMUNICATION USING F-CODES

By sending a fax to an F-code memory box (confidential) in the receiving machine (your machine or the other machine), the sender can direct the transmission specifically to the user of the box.
This is convenient for sending sensitive documents that you do not wish people other than the recipient to see, or when the receiving machine is shared by multiple departments.
To print an F-code confidential fax, the print passcode must be entered.



The F-code (sub-address and passcode) of the memory box to be used should be verified by the sender and the recipient before the fax is sent.

System Settings: F-CODE MEMORY BOX (page 179)
This is used to create memory boxes for F-code confidential communication (confidential reception).
A memory box name, sub-address, passcode, and print passcode are programmed in each box.

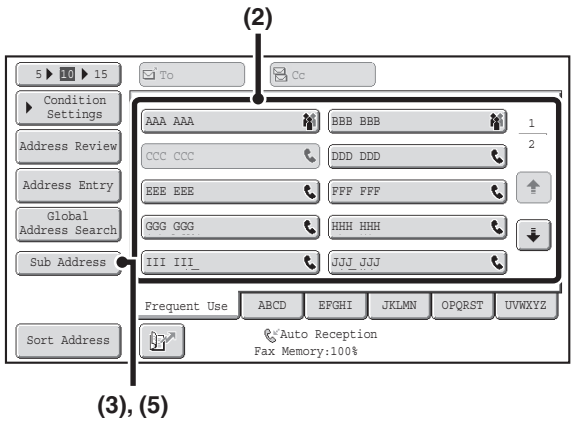
F-CODE CONFIDENTIAL TRANSMISSION

Follow the steps below to send a confidential fax by adding an F-code to the fax number.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



Enter the destination fax number.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination.

If the destination is not stored in the address book, enter the fax number with the numeric keys.

If the sub-address and passcode are stored in the one-touch key, the following sub-steps are not necessary. Go to step 3.

(3) Touch the [Sub Address] key.

"/" appears.

(4) Enter the sub-address with the numeric keys.

(5) Touch the [Sub Address] key.

"/" appears.

(6) Enter the passcode with the numeric keys.

If a passcode has been omitted in the memory box of the other machine, (5) and (6) are not necessary.

3 Press the [START] key ().

Scanning begins.

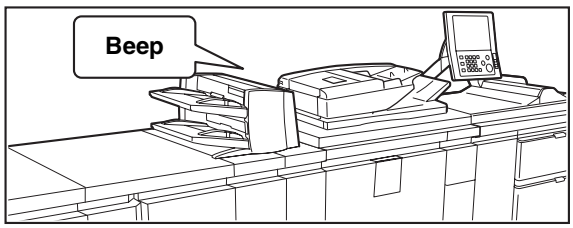
- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time. When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

This function can be used in combination with a broadcast transmission or timer transmission. This function can also be stored in a program.

PRINTING A FAX RECEIVED BY F-CODE CONFIDENTIAL RECEPTION

When an F-code confidential fax is sent to your machine, the fax is received to the memory box specified by the F-code. To print the received fax, enter the print passcode.

1



The machine rings and the fax is received.

A beep sounds when reception ends.

2

Select the special modes.

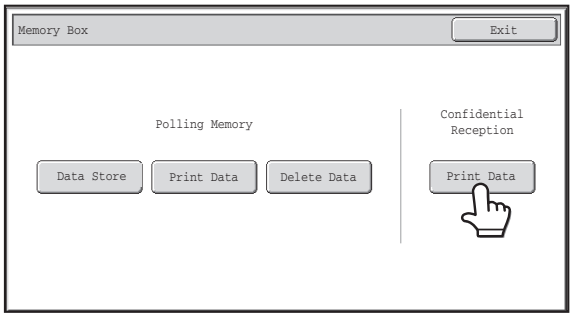
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

(2) Touch the ↓ ↑ keys to switch through the screens.

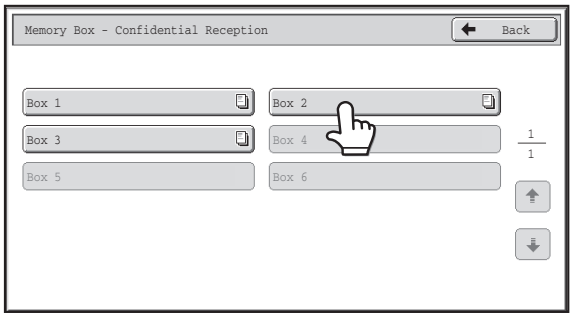
(3) Touch the [Memory Box] key.

3



Touch the [Print Data] key.

4



Touch the key of the memory box containing the confidential fax.

"📄" appears in the keys of memory boxes that have received faxes. The keys of memory boxes that have not received faxes are grayed out and cannot be selected.

5



Enter the print passcode with the numeric keys.

As each digit is entered, "-" changes to "∗".

Take care to enter the correct print passcode. If you make a mistake, a message will appear and you will return to the entry screen. You can touch the [Cancel] key to return to step 4.

6

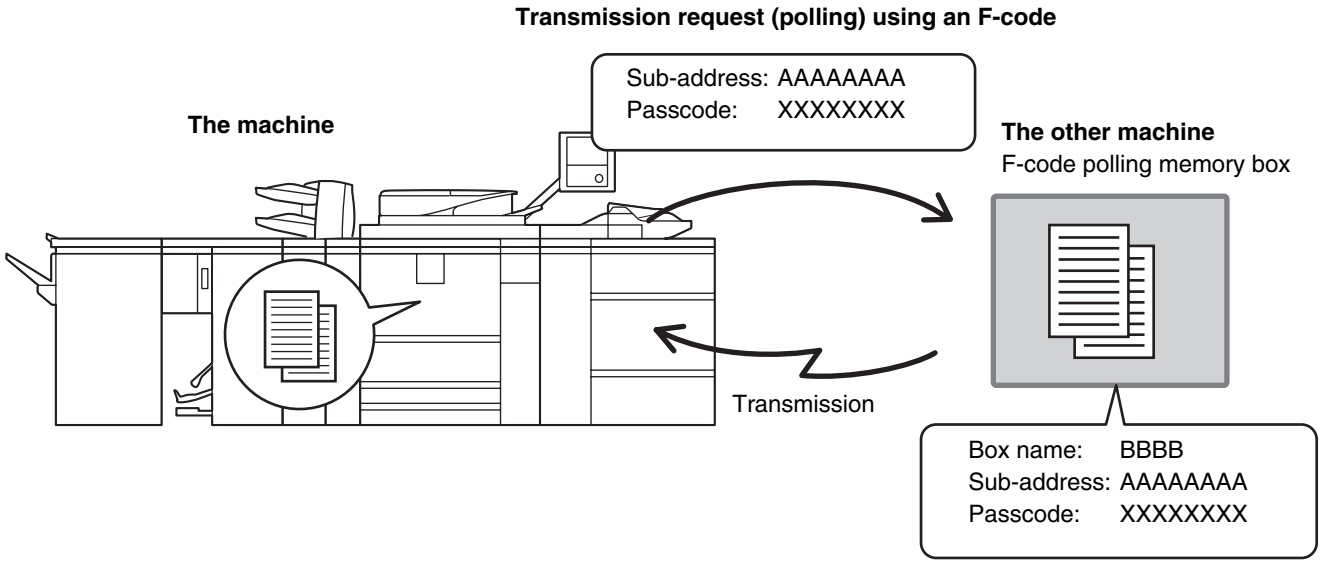
Press the [START] key ().

- The confidential fax is automatically given priority in the print job queue.
- The fax is automatically cleared from the memory box after printing.
- **If you forget the print passcode...**
 There is no way to check a forgotten passcode on the machine. Take care not to forget the passcode. In the event that you forget the passcode or need to verify the passcode, contact your dealer or nearest SHARP Service Department.

System Settings (Administrator): Transaction Report Print Select Setting (Fax Default Settings)
This setting can be used to have a transaction report printed automatically when an F-code confidential fax is received.

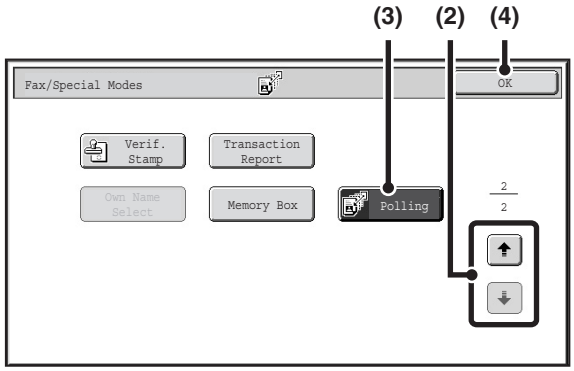
POLLING RECEPTION USING F-CODES

This function enables your machine to call another machine and initiate reception of a fax stored in an F-code memory box (polling memory) in the other machine. During the polling operation, your machine must correctly specify the F-code (sub-address and passcode) configured in the other machine or polling reception will not take place.



- Verify the F-code (sub-address and passcode) of the memory box in the other machine before you perform F-code polling reception.
- Do not place an original in the automatic document feeder or on the document glass when using this function.
- The receiving machine bears the phone charges of the transmission.

1



Select polling.

(1) Touch the [Special Modes] key.

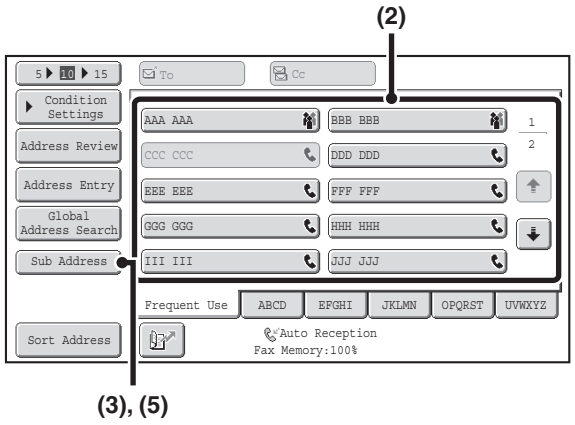
☞ SPECIAL MODES (page 87)

(2) Touch the ↓ ↑ keys to switch through the screens.

(3) Touch the [Polling] key so that it is highlighted.

(4) Touch the [OK] key.

2



Enter the destination fax number.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination.

If the destination is not stored in the address book, enter the fax number with the numeric keys.

If the sub-address and passcode are stored in the one-touch key, the following sub-steps are not necessary. Go to step 3.

(3) Touch the [Sub Address] key.

"/" appears.

(4) Enter the sub-address with the numeric keys.

(5) Touch the [Sub Address] key.

"/" appears.

(6) Enter the passcode with the numeric keys.

If a passcode has been omitted in the memory box of the other machine, (5) and (6) are not necessary.

3

Press the [START] key ().

Your machine will call the other machine and initiate reception of the fax.

- Polling multiple machines (serial polling) is not possible.
- F-code polling reception can be used in combination with a timer setting. Only one polling reception operation with a timer setting can be stored at a time.

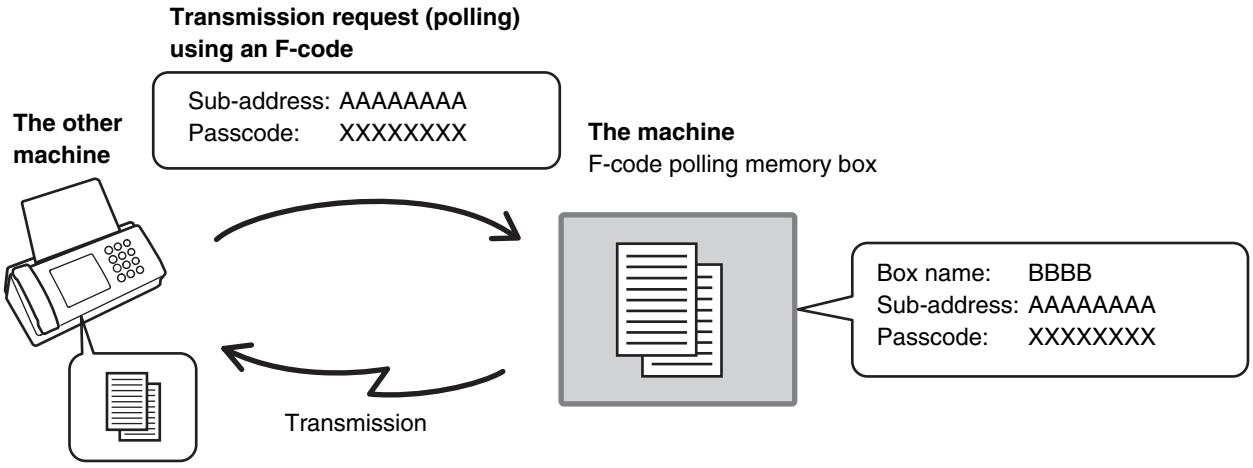
☞ SENDING A FAX AT A SPECIFIED TIME (Timer) (page 98)

To cancel polling...

Touch the [Polling] key in the screen of step 1 so that it is not highlighted.

POLLING MEMORY TRANSMISSION USING F-CODES

When your machine receives a transmission request from another machine, this function sends a fax stored in an F-code memory box (polling memory) in your machine to that machine. The other machine must correctly specify the F-code configured in your machine or transmission will not take place.
The document to be transmitted must be scanned into an F-code polling memory box.



System Settings: F-CODE MEMORY BOX (page 179)
This is used to create memory boxes (polling memory) for F-code polling memory transmission.
A memory box name, sub-address, and passcode are programmed in each box.

SCANNING A DOCUMENT INTO A MEMORY BOX FOR F-CODE POLLING TRANSMISSION

Follow these steps to scan a document into a memory box (polling memory) for F-code polling transmission.

A document cannot be scanned into a memory box while it is in use for communication.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

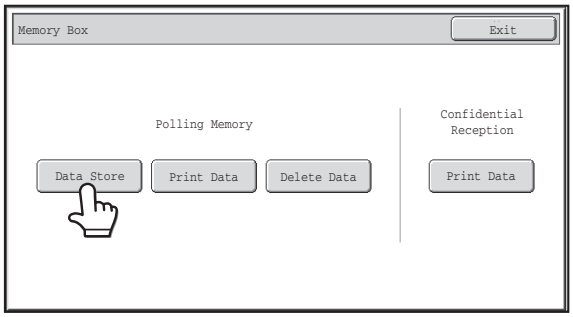
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

(2) Touch the [↓] [↑] keys to switch through the screens.

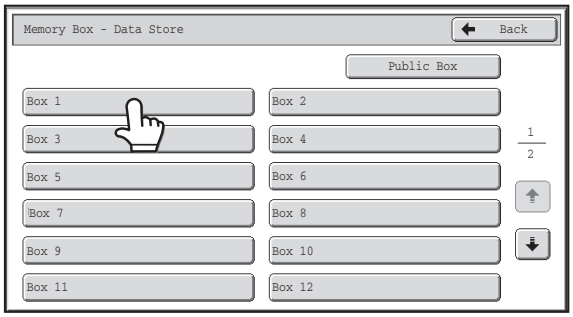
(3) Touch the [Memory Box] key.

3



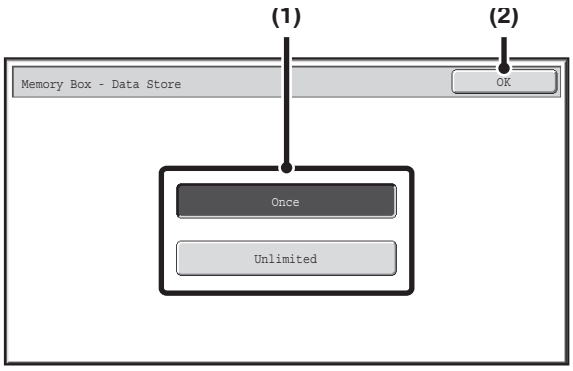
Touch the [Data Store] key.

4



Touch the key of the F-code memory polling box.

5



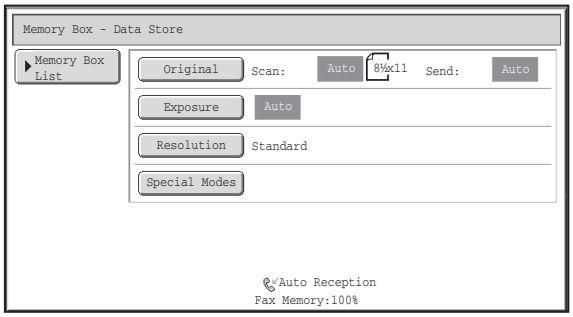
Specify the number of polling times.

(1) Touch the key for the desired number of times.

Touch the [Once] key if you want the document cleared from memory after it is transmitted. Touch the [Unlimited] key to allow polling an unlimited number of times.

(2) Touch the [OK] key.

6



Select image settings and special modes.

- A program, timer setting, transaction report, polling, and document filing cannot be selected.
- To return to the screen of step 4, touch the [Memory Box List] key.

7 Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you are scanning the original on the document glass, scan each page one page at a time.

When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.

To cancel scanning...

Press the [STOP] key () while the original is being scanned.

- If other documents have already been stored in the memory box, the document is added to the previously stored documents.
- The factory default setting for the number of polling times is "Once" (after the document is transmitted to the receiving machine, it is automatically cleared).

PRINTING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION

You can check a document in an F-code memory polling box by printing it out.

A document in a memory box cannot be printed while the document is being transmitted.

1 Select the special modes.

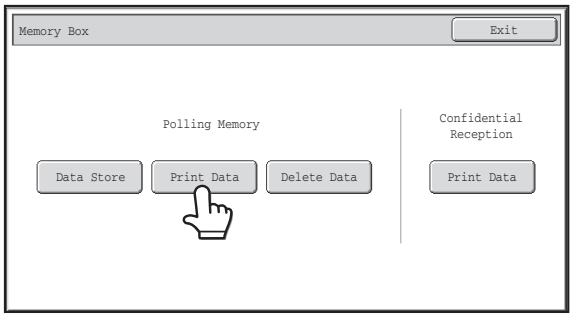
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

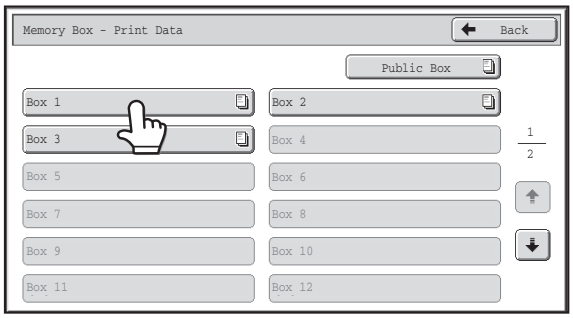
(2) Touch the [↓] [↑] keys to switch through the screens.

(3) Touch the [Memory Box] key.

2 Touch the [Print Data] key.



3 Touch the key of the F-code memory polling box where the document you wish to print is stored.



appears in keys that have documents stored.

4 Press the [START] key ().

The document in the selected memory box is printed.

To cancel printing...
Touch the [Cancel] key.

DELETING A DOCUMENT STORED FOR F-CODE POLLING TRANSMISSION

When a document in an F-code memory polling box is no longer needed, follow the steps below to delete it.

A document in a memory box cannot be deleted while the document is being transmitted.

1 Select the special modes.

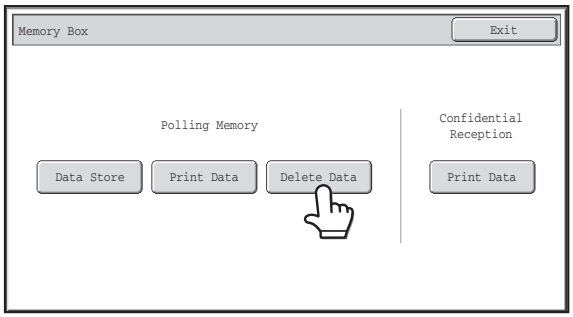
(1) Touch the [Special Modes] key.

☞ SPECIAL MODES (page 87)

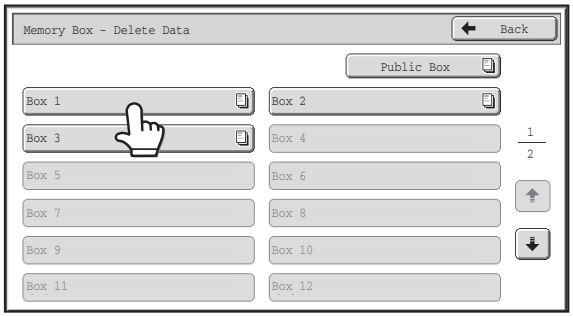
(2) Touch the [↓] [↑] keys to switch through the screens.

(3) Touch the [Memory Box] key.

2 Touch the [Delete Data] key.

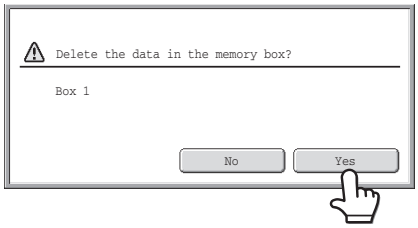


3 Touch the key of the F-code memory polling box that has the document you wish to delete.



appears in keys that have documents stored.

4 Touch the [Yes] key.



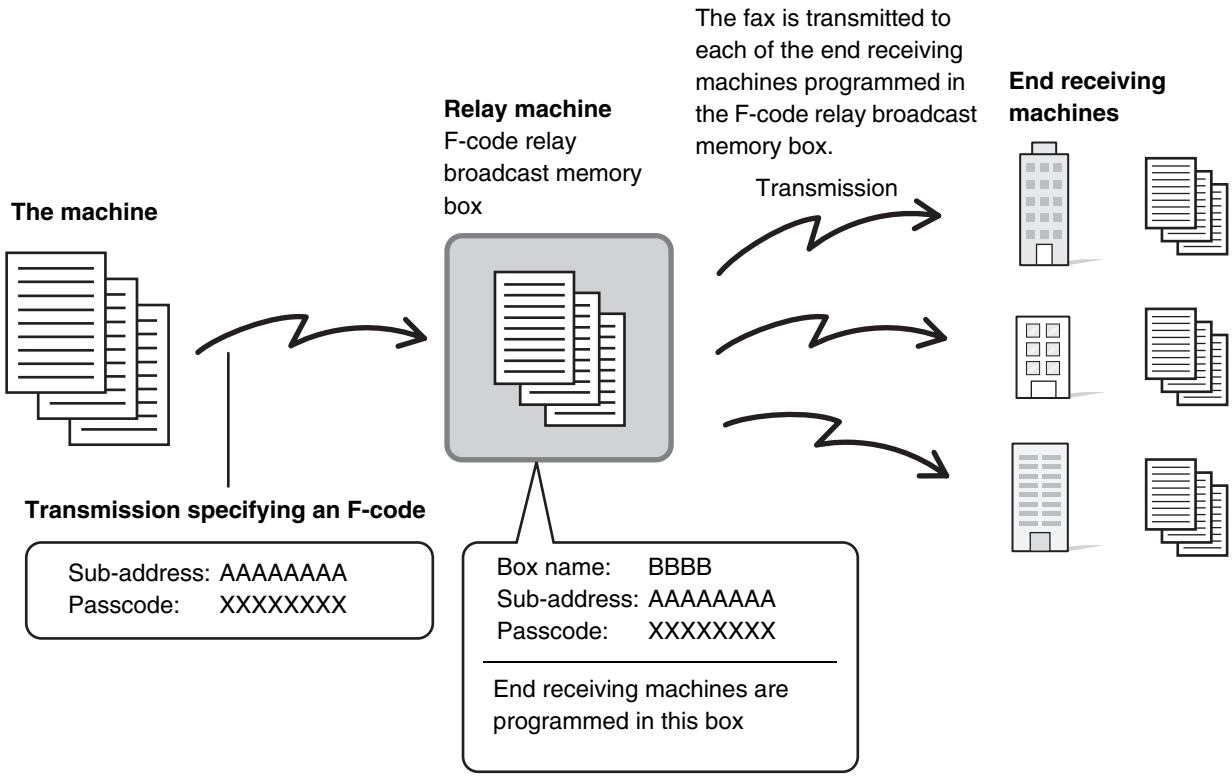
The document in the selected memory box is deleted and you return to the screen of step 3.

To cancel the deletion...

Touch the [No] key. You will return to the screen of step 3 without deleting the document.

RELAY REQUEST TRANSMISSION USING F-CODES

This function is used to send a fax to an F-code relay broadcast memory box in another machine and have that machine relay the fax to multiple end receiving machines.
When the end receiving machines are far from your machine, sending the fax to a relay machine that is close to the end receiving machines can help reduce phone charges. A relay request transmission can be used in combination with the timer transmission function to further reduce phone costs.
☞ SENDING A FAX AT A SPECIFIED TIME (Timer) (page 98)



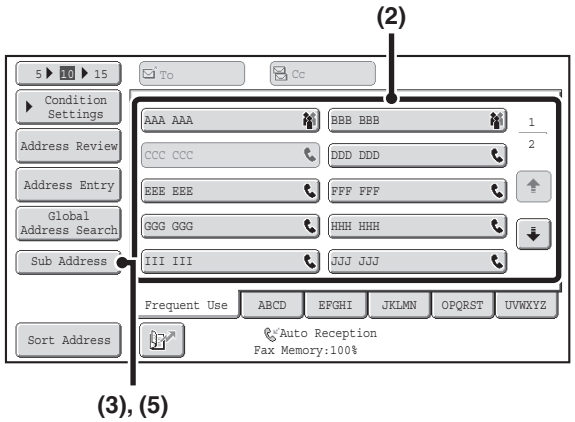
- Verify the F-code (sub-address and passcode) and end receiving machines programmed in the relay broadcast memory box in the relay machine before you perform an F-code relay request transmission.
- Before this function can be used, the end receiving machines must be programmed in the F-code relay broadcast memory box in the relay machine.
- The end receiving machines do not need to support F-code communication.
- This function can be used in combination with a broadcast transmission or timer transmission. This function can also be stored in a program.
- Your machine (the machine that requests a relay broadcast transmission) only bears the cost of sending the fax to the relay machine. The relay machine bears the cost of sending the fax to each of the end receiving machines.

System Settings: F-CODE MEMORY BOX (page 179)
This is used to create memory boxes for F-code relay broadcast transmission.
A memory box name, sub-address, passcode, and end receiving machines are programmed in each box.

1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



Enter the destination fax number.

(1) Touch the [Address Book] key in the base screen.

(2) Touch the one-touch key of the desired destination.

If the destination is not stored in the address book, enter the fax number with the numeric keys.

If the sub-address and passcode are stored in the one-touch key, the following sub-steps are not necessary. Go to step 3.

(3) Touch the [Sub Address] key.

"/" appears.

(4) Enter the sub-address with the numeric keys.

(5) Touch the [Sub Address] key.

"/" appears.

(6) Enter the passcode with the numeric keys.

If a passcode has been omitted in the memory box of the other machine, (5) and (6) are not necessary.

3

Press the [START] key ().

Scanning begins.

- If you inserted the original pages in the document feeder tray, all pages are scanned.
 A beep will sound to indicate that scanning is finished.
- If you are scanning the original on the document glass, scan each page one page at a time. When scanning finishes, place the next original and press the [START] key (). Repeat until all pages have been scanned and then touch the [Read-End] key.
 A beep will sound to indicate that scanning is finished.

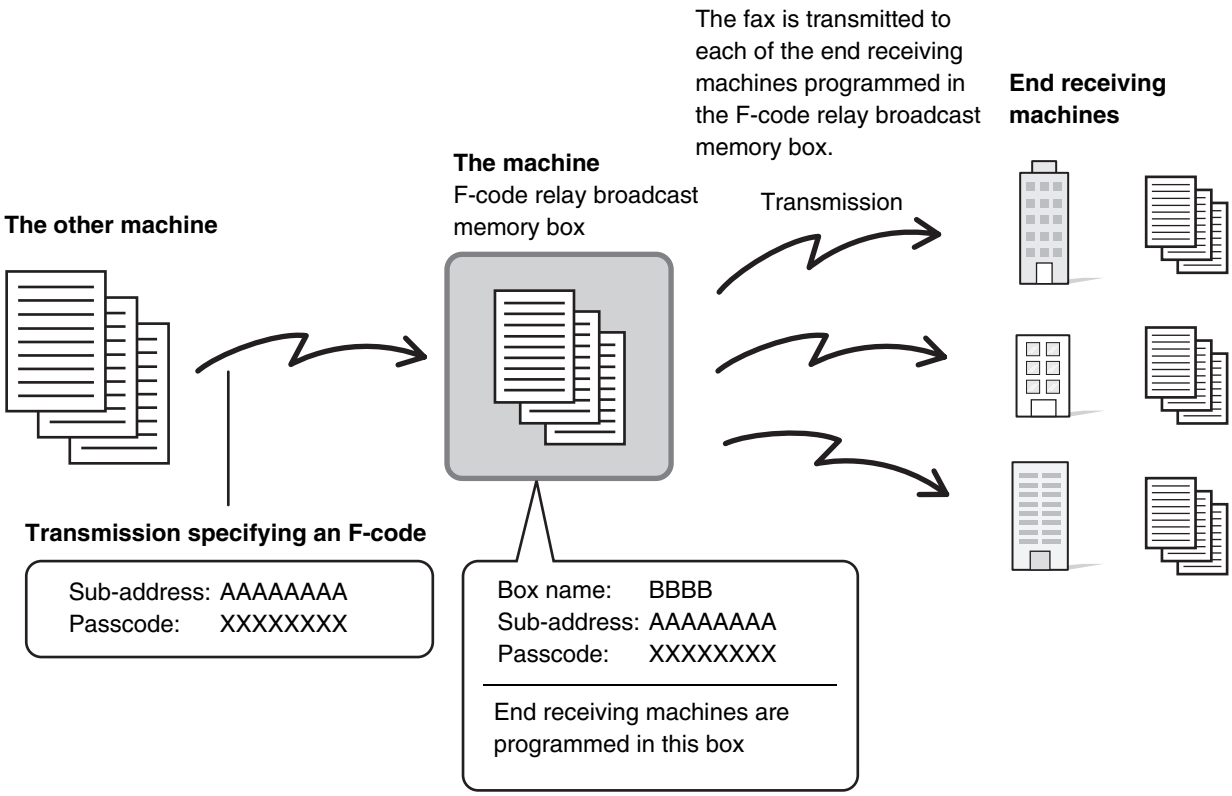
When the relay machine receives the fax, it will automatically transmit the fax to each of the end receiving machines programmed in the memory box.

To cancel scanning...

Press the [STOP] key () while the original is being scanned.

RELAY BROADCAST TRANSMISSION USING F-CODES

When your machine receives an F-code relay request transmission, the fax is received to an F-code relay broadcast memory box in your machine. Your machine then relays the fax to each of the end receiving machines programmed in the memory box. Transmission to the end receiving machines takes place automatically.



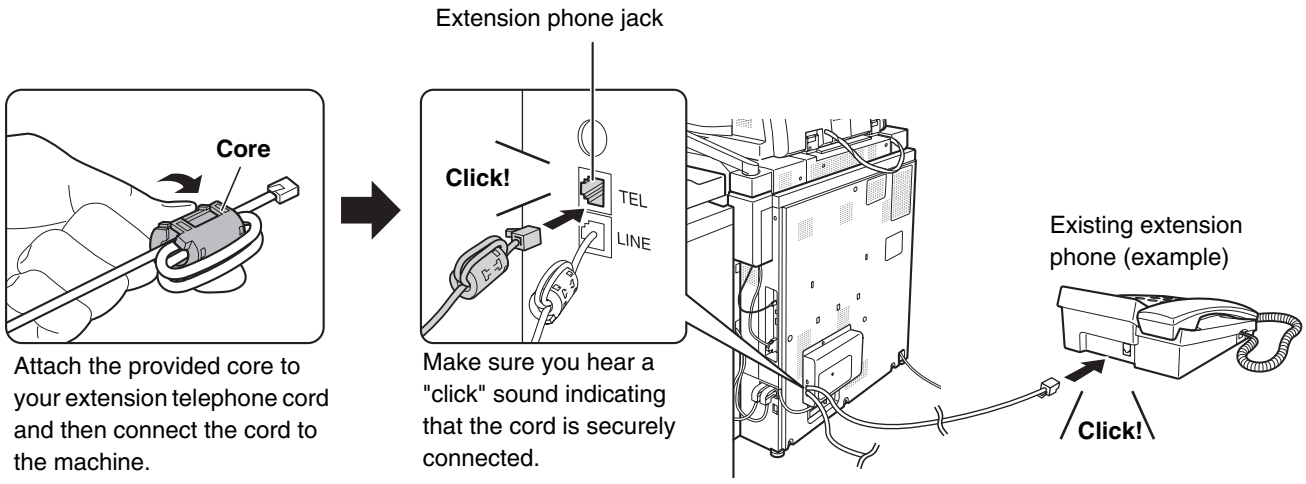
- Prior to the operation, inform the requesting party of the sub-address and passcode of the relay broadcast memory box in your machine.
- Program the end receiving machines in the F-code relay broadcast memory box when you create the box in your machine.
 ☞ F-CODE MEMORY BOX (page 179)
- The end receiving machines do not need to support F-code communication.
- The machine that requests a relay broadcast transmission only bears the cost of sending the fax to your machine (the relay machine). Your machine bears the cost of sending the fax to each of the end receiving machines.

USING AN EXTENSION PHONE

This section explains how to use an extension phone to make voice calls and receive a fax after talking with the other party.

CONNECTING AND USING AN EXISTING PHONE (Extension Phone Connection)

You can connect an existing extension phone to the machine.
The phone can be used for voice calls and to start fax reception on the machine.
As an example, you can make a phone call using the existing phone, speak to the other party, and then press the [START] key (◇) to fax an original that has been placed to that party. You can also press the [START] key (◇) when an original is not placed to receive a fax.
Connect the extension phone as shown below.



Attach the provided core to your extension telephone cord and then connect the cord to the machine.

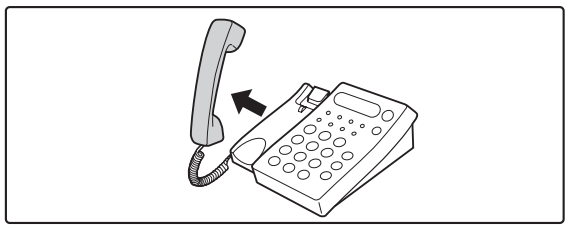
Make sure you hear a "click" sound indicating that the cord is securely connected.

- Connect an extension phone that has a modular jack.
- Use standard phone line cable to connect the phone. If other than a standard phone line cable is used, the connection may not work correctly.
- If the plug on the telephone line cord does not fit into the jack on your extension phone, contact your dealer or nearest SHARP Service Department.

RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION PHONE (Remote Reception)

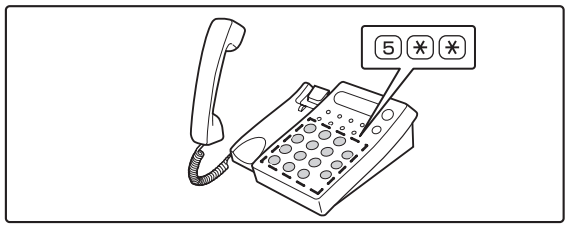
Follow the steps below if you need to start fax reception after answering a call and speaking on the extension phone. If you are on a pulse-dial (rotary) line, set the extension phone to issue tone signals.
For details on receiving faxes, see "RECEIVING FAXES" (page 150).

1



When you hear ringing, answer the call on the extension phone.

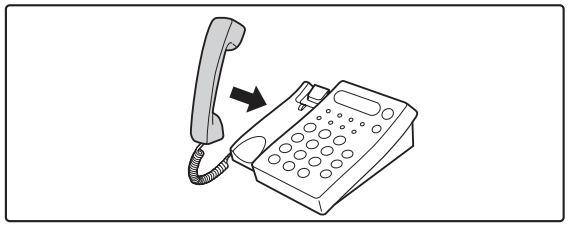
2



Signal the machine to start fax reception.

Press 5 * * on the keypad of the extension phone.

3



Replace the extension phone.

The machine sounds a beep when reception ends.

- **System Settings: Receive Setting (Fax Settings)**
 To use remote fax reception, set this setting to "Manual Reception".
 ☞ FAX DATA RECEIVE/FORWARD (page 181)
- **System Settings (Administrator): Remote Reception Number Setting**
 This is used to change the number used for remote fax reception. The factory default setting is "5".

MAKING AND RECEIVING PHONE CALLS

You can make and receive calls like normal on your extension phone. A phone call can also be made by dialing on the machine.

6 RECEPTION FUNCTIONS

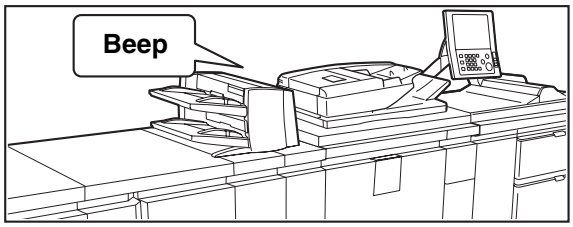
This chapter explains how to receive faxes and Internet faxes, and how to use the forwarding functions.

RECEIVING AN INTERNET FAX

The Internet fax function periodically* connects to the mail server (POP3 server) and checks whether or not Internet faxes have been received. When faxes have been received, the faxes are automatically retrieved and printed.
* The factory default setting is once every 5 minutes.

- If faxes will be received at night, keep the main power switch in the "on" position.
- For details on receiving faxes, see "RECEIVING FAXES" (page 150).

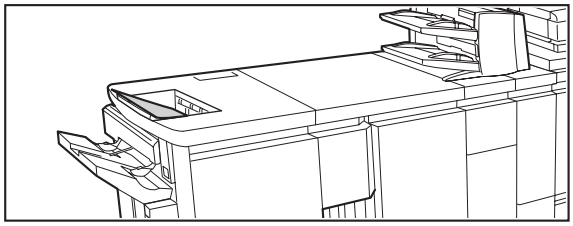
1



Internet faxes are received automatically.

A beep sounds when reception ends.

2



The faxes are printed automatically.

If a password entry screen appears instead of the faxes being printed, enter the password to print the faxes. See "PRINTING A PASSWORD-PROTECTED FAX (Hold Setting For Received Data Print)" (page 152).

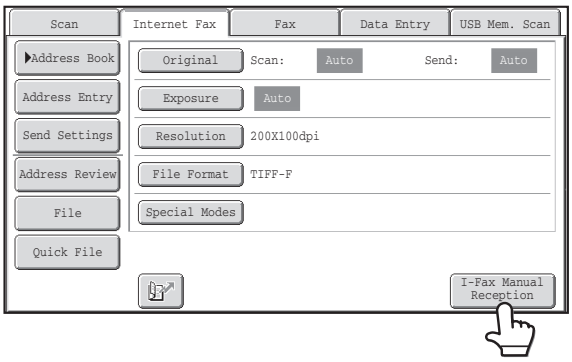
If the machine is out of paper or there is no paper that matches the size of the received fax, a message will appear in the touch panel. Follow the instructions in the message to load an appropriate size of paper.

- **System Settings: FAX DATA RECEIVE/FORWARD (I-Fax Settings) (page 181)**
 When printing is not possible because the machine has run out of paper or toner, received Internet faxes can be forwarded to and printed by another previously stored Internet fax machine.
- **System Settings (Administrator): I-Fax Default Settings**
 These settings are used to select how received faxes are handled when the [POWER] key () is "off" (the main power switch is "on"), the volume of the beep that sounds when reception ends, and whether or not received e-mail messages are printed.
- **System Settings (Administrator): I-Fax Receive Settings**
 These settings are used to specify Internet fax reception parameters such as the reception checking interval, two-sided reception, output settings, and automatic print reduction.
- **System Settings (Administrator): Anti Junk Mail/Domain Name Setting**
 This setting is used to allow/refuse reception from stored addresses and domains.

RECEIVING INTERNET FAXES MANUALLY

If the interval for checking for received faxes is somewhat long and you wish to check immediately, you can manually initiate reception.

Touch the [I-Fax Manual Reception] key to connect to the mail server and retrieve received faxes.



If POP3 server settings are not configured in the Web pages, the [I-Fax Manual Reception] key is grayed out to prevent selection.

System Settings: FAX DATA RECEIVE/FORWARD (I-Fax Settings) (page 181)

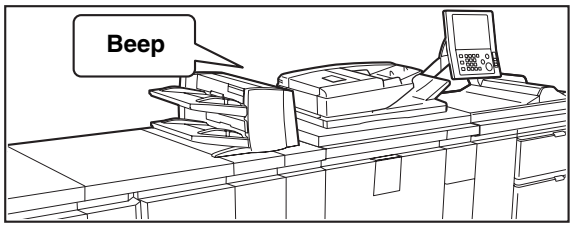
This setting is used to hide the [I-Fax Manual Reception] key that appears in the base screen of Internet Fax mode. When the [I-Fax Manual Reception] key is hidden, manual reception is initiated by touching the [Reception Start] key in the screen that appears when "Fax Data Receive/Forward" - "I-Fax Settings" is selected.

RECEIVING FAXES

To have the machine automatically receive and print faxes, set the reception mode to "Auto Reception".

If faxes will be received at night, keep the main power switch in the "on" position.

1

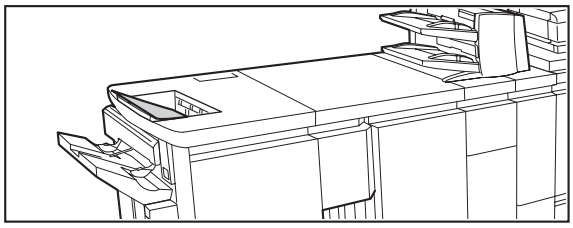


The machine rings and fax reception begins automatically.

A beep sounds when reception ends.

System Settings (Administrator): Number of Calls in Auto Reception
This is used to change the number of rings on which fax reception begins automatically. To receive faxes without the machine ringing, select "0" rings.

2



The fax is automatically printed.

If a password entry screen appears instead of the faxes being printed, enter the password to print the faxes. See "PRINTING A PASSWORD-PROTECTED FAX (Hold Setting For Received Data Print)" (page 152).

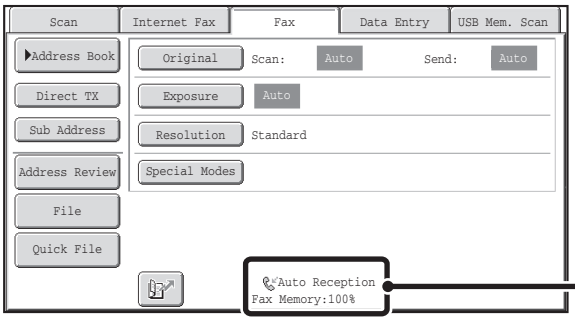
The output tray and stapling (when a finisher/saddle stitch finisher is installed) can be selected.
The number of copies of received faxes that are printed and the output tray can be selected. When a finisher/saddle stitch finisher is installed, the number of copies printed, the output tray, and stapling can be selected. For more information, see the Administrator's Guide.

- If printing of a copy job or print job is in progress when a fax is received, the fax will not be printed until the previously reserved job is completed.
- If the machine is out of paper or there is no paper that matches the size of the received fax, a message will appear in the touch panel. Follow the instructions in the message to load an appropriate size of paper.

System Settings: FAX DATA RECEIVE/FORWARD (Fax Settings) (page 181)
When printing is not possible because the machine has run out of paper or toner, received faxes can be forwarded to and printed by another previously stored fax machine.
System Settings (Administrator): Fax Default Settings
These settings are used to specify how received faxes are handled when the [POWER] key () is "off" (the main power switch is "on"), the volume of the beep that signals the end of reception, and other default fax settings.
System Settings (Administrator): Fax Receive Setting
These settings are used to specify two-sided reception, output settings, auto print reduction, and other fax reception parameters.

FAX RECEPTION MODES

The fax reception mode is shown in the base screen. Normally the reception mode should be set to "Auto Reception". Select "Manual Reception" when an extension phone is connected to the machine.



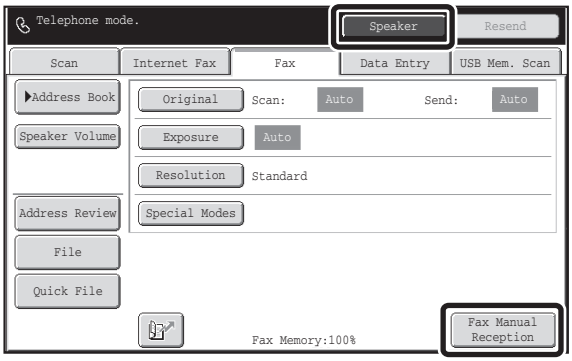
This shows the current fax reception mode and the amount of free memory remaining.

- When fax reception is in progress, it is possible to reserve a transmission by performing the transmission in memory transmission mode.
 ☞ MEMORY TRANSMISSION MODE (page 54)
- To print received faxes, make sure that the required paper is loaded in the machine's paper trays. It is not necessary to load 8-1/2" x 11" (A4) paper and 5-1/2" x 8-1/2" (B5) paper in both the vertical () and horizontal () orientations. Differences in orientation are automatically adjusted when faxes are received.
 When a fax smaller than 8-1/2" x 11" (A4) size is received, the size of the paper used for printing will vary depending on the orientation (vertical or horizontal) in which the sender placed the original.

- **System Settings: Receive Setting**
 Use this setting to select the fax reception mode.
 ☞ FAX DATA RECEIVE/FORWARD (Fax Settings) (page 181)
- **System Settings (Administrator): Anti Junk Fax Setting**
 This setting is used to enter fax numbers from which you wish to block reception.

RECEIVING A FAX MANUALLY

A fax can be received manually using the touch panel. While the machine rings, touch the [Speaker] key in the base screen and then touch the [Fax Manual Reception] key that appears.



- When a call is answered by touching the [Speaker] key, you will be able to hear the other party, however, you will not be able to speak.
- Even when you use an extension phone to answer a call, you can touch the [Fax Manual Reception] key in the touch panel to begin fax reception. You can also use the extension phone to begin fax reception.
 ☞ RECEIVING A FAX AFTER ANSWERING A CALL ON THE EXTENSION PHONE (Remote Reception) (page 147)

PRINTING A PASSWORD-PROTECTED FAX (Hold Setting For Received Data Print)

"Hold Setting for Received Data Print" in the system settings (administrator) can be enabled to have faxes received to memory without being printed. To print the faxes, a password must be entered. When this function is enabled, a password entry screen appears in the touch panel when received Internet faxes or faxes are retrieved.



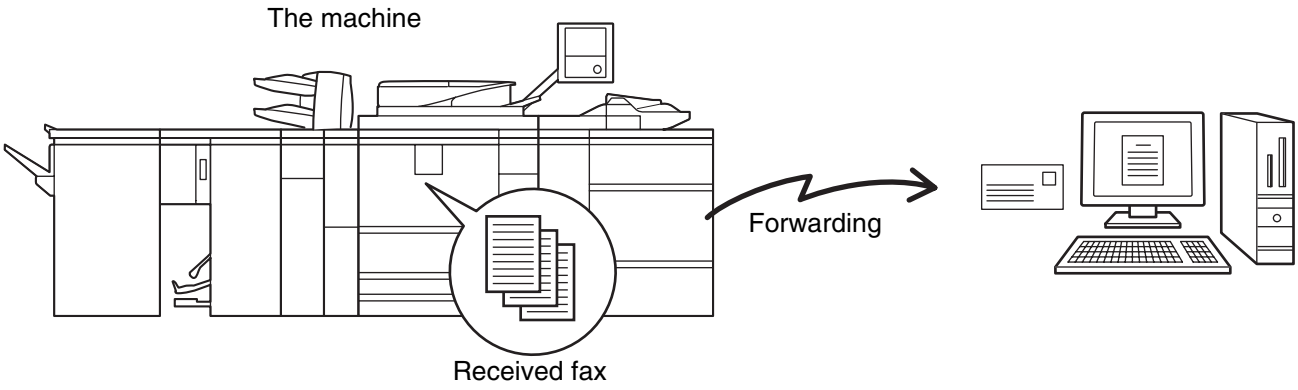
When the previously programmed 4-digit password is entered with the numeric keys, printing begins.
The [Cancel] key can be touched to close the password entry screen. If this is done, the data in memory key () will blink in the touch panel. The password entry screen will reappear when you touch the blinking key () or change modes.

- The received faxes will be retained in memory regardless of whether they were received automatically or manually. If a transaction report is set to print when a fax is received, the transaction report will also be retained in memory.
- If "Fax Data Receive/Forward" is enabled in the system settings so that received faxes are forwarded to another machine, faxes retained in memory are also forwarded. At that time, the same password entry screen will appear as for printing. Forwarding will not take place unless the password is entered.

System Settings (Administrator): Hold Setting for Received Data Print
Enable this setting to have faxes received to memory without being printed. This setting is also used to program the password that must be entered to print the faxes.

FORWARDING RECEIVED FAXES TO AN E-MAIL ADDRESS (Inbound Routing Settings)

You can have received faxes and Internet faxes automatically forwarded to an e-mail address. For example, this function can be used to forward received faxes directly to a specified e-mail address without printing the faxes.

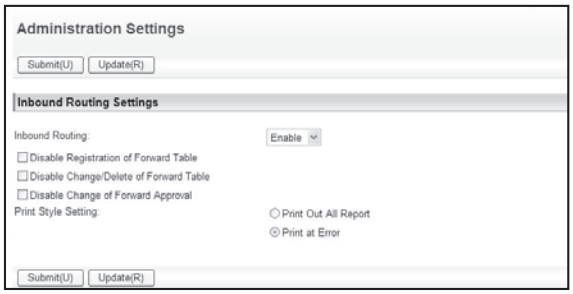


- To use this function, the network scanner expansion kit must be installed.
- This function cannot be used for faxes received by confidential reception.

CONFIGURING INBOUND ROUTING SETTINGS

All inbound routing settings are configured in the Web pages. For the procedure for accessing the Web pages, see the Quick Start Guide.
The following explanation assumes that the Web pages have been accessed with administrator rights.
To configure inbound routing settings, follow the steps below.

1



Enabling the inbound routing function.

(1) In the Web page menu, click [Application Settings], [Inbound Routing Settings], and then [Administration Settings].

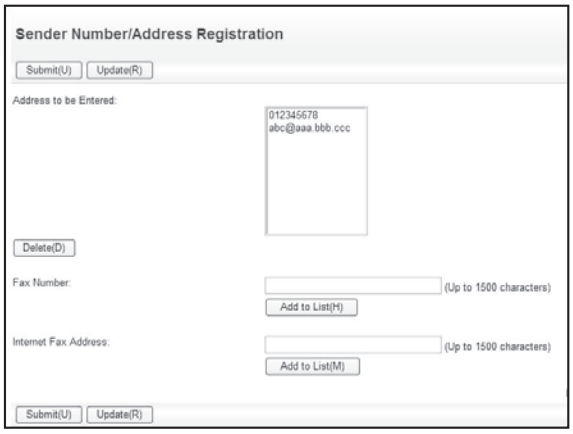
(2) Select [Enable] in "Inbound Routing" and click the [Submit] button.

Users without administrator rights can be prohibited from storing, editing, and deleting forwarding tables in this screen, and from specifying which table is used. To do so, select the checkboxes below ☑.

- Disable Registration of Forward Table
- Disable Change/Delete of Forward Table
- Disable Change of Forward Approval

When inbound routing is enabled, you can also specify whether or not you wish the machine to print the forwarded faxes.
To have all received faxes printed before being forwarded, select "Print Out All Report" in "Print Style Setting". To have received faxes printed only when an error prevents forwarding, select "Print at Error".
After configuring the settings, be sure to click the [Submit] button.

2



Storing sender addresses.

If you wish to have only faxes from specified addresses forwarded, store the desired sender addresses. Send addresses stored here can be selected from a list when you store a forwarding table.

(1) Click [Sender Number/Address Registration] in the [Inbound Routing Settings] menu in the Web page.

(2) Enter the sender address in "Internet Fax Address" or "Fax Number" as appropriate, and click the [Add to List] button.

The entered address will be added to the "Address to be Entered" list.

- Enter the address directly. (Up to 1500 characters can be entered.)
- To store multiple addresses, repeat this step.

(3) When you have finished adding addresses, click the [Submit] button.

- A maximum of 500 sender numbers/addresses can be stored.
- To delete an entered address, select the address in "Address to be Entered" and click the [Delete] button.

3



Store a forwarding table.

Follow the steps below to store a forwarding table that combines a specified sender and forwarding address.

(1) Click [Inbound Routing Settings] in the Web page menu and click the [Add] button.

(2) Enter a "Table Name".

(3) Select the sender whose faxes will be forwarded.

- To forward all received faxes, select [Forward All Received Data].
- To forward faxes received from a specific sender only, select [Forward Received Data from Below Sender], select the sender from the list, and then click the [Add] button.

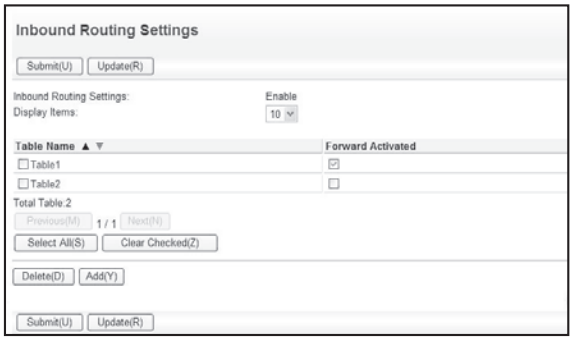
(4) Select the forwarding address.

The forwarding address can be selected from e-mail addresses stored in the machine's address book. (Multiple addresses can be specified.)

(5) Click [Submit].

- When selecting senders from the "Sender Number/Address Setting" list, you can use the [Shift] key or the [Ctrl] key on your keyboard to select multiple senders.
- A maximum of 50 forwarding tables can be stored.

4



Specifying forwarding tables to be used.

To use the inbound routing function, enable the forwarding tables that you wish to use from among the stored tables.

(1) Click [Inbound Routing Settings] in the Web page menu.

(2) Select the "Forward Activated" checkbox of each forwarding table that you wish to use.

(3) Click [Submit].

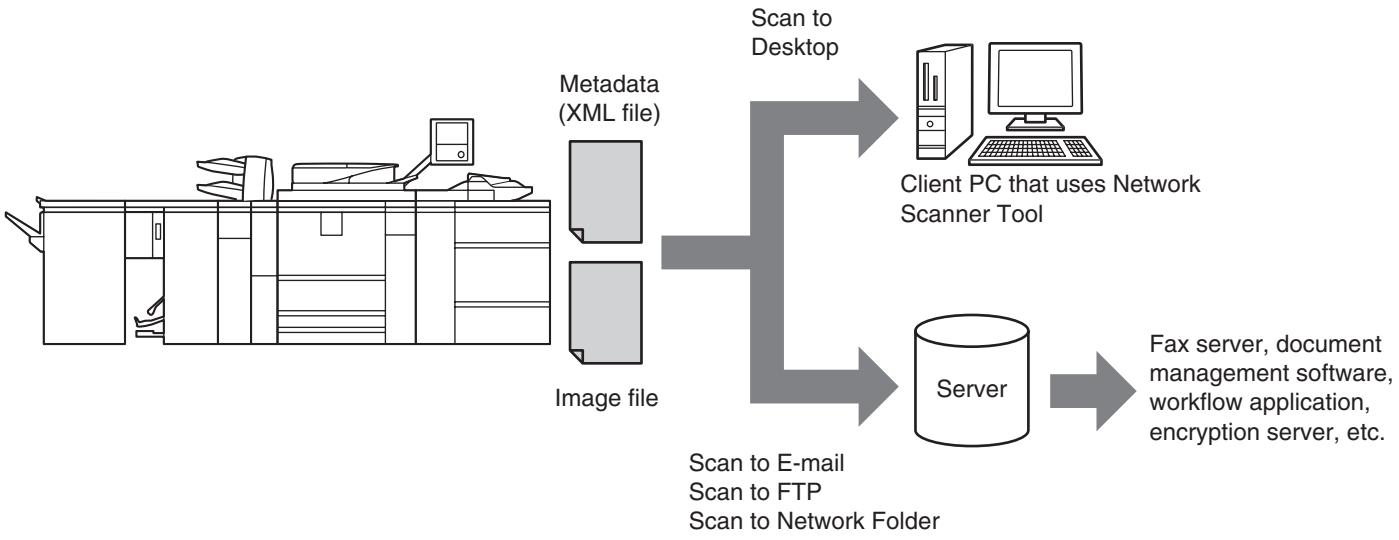
To delete a forwarding table, click the checkbox next to the table name so that it is selected and click [Delete].

7 METADATA DELIVERY

This chapter explains metadata delivery, which can be used when the application integration module is installed.

METADATA DELIVERY (Data Entry)

When the application integration module is installed and an image file is generated for a scan send transmission, metadata (data indicating the attributes of the image file and how it is to be processed) can be generated based on pre-stored information and transmitted as a separate file. The metadata file is created in XML format. By linking the metadata with applications such as document management software, a workflow application, or an encryption server, a sophisticated document solution environment can be built.



Using the application integration module, information on a generated image file can be entered at the touch panel and transmitted along with the image as an XML file.

PREPARATIONS FOR METADATA TRANSMISSION

SETTINGS REQUIRED IN THE WEB PAGES

All settings related to metadata are configured in the Web pages. (Administrator rights are required.)
To configure metadata settings, click [Application Settings] and then [Metadata Settings] in the Web page menu.
When configuring settings, be sure to enable metadata transmission.

Storing Metadata Sets

Store the items (the metadata set) that are written to the XML file that is generated during scanning. Up to 10 metadata items can be configured in a metadata set. A stored metadata set can be selected at the time of transmission.

Addresses specified in "Address Type Allowing Metadata Entry" when a metadata set is stored can be selected as transmission destinations at the time of transmission using one-touch keys, manual entry, and/or a global address book search. (Addresses for which metadata entry is not allowed cannot be specified as transmission destinations.)

METADATA TRANSMISSION FOR SCAN TO DESKTOP

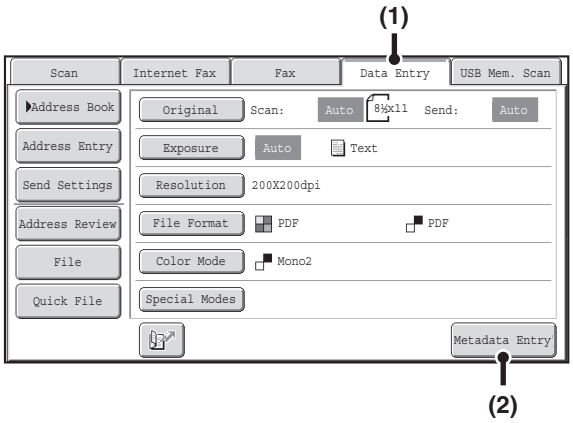
When Network Scanner Tool is used in its factory default configuration, a file will be generated with a new file name on the computer. When Network Scanner Tool is used as a means of sending a metadata file to a third party software application, this setting must be disabled to allow cross referencing between the image file and XML file by means of the file name generated by the computer. (When setting the file name in [Send Settings], to ensure that a previously existing file on a computer is not overwritten by a transmitted file of the same name, be sure to configure the file name so that name duplication cannot occur; for example, by including a unique extension (the date, etc.) in the generated file name. If the file name setting is left blank, the machine will automatically generate a file name that is unique.)

- It is recommended that you use Network Scanner Tool to receive metadata. For more information, see the Network Scanner Tool User's Guide (PDF format) on the "Sharpdesk/Network Scanner Utilities" CD-ROM.
- For information on the license agreement and how to use the CD-ROM that accompanies the application integration module, see the separate "Sharpdesk license kit" manual.
- **Using third party software applications**
 Various types of third party software applications exist. Some applications can start automatically from Network Scanner Tool and some cannot. When the auto-run function of an application is enabled, Network Scanner Tool will start the application with the ".exe" command using the file name as a parameter. Normally an application is started twice, once for the image file and once for the XML file. For example, when Network Scanner Tool is set to start the application "APP.EXE", the following commands are applied when the two files "IMG.TIF" and "IMG.XML" are received.
 APP.EXE IMG.TIF
 APP.EXE IMG.XML

TRANSMITTING METADATA

Follow the steps below to select a metadata set, enter each item, and perform metadata transmission.

1



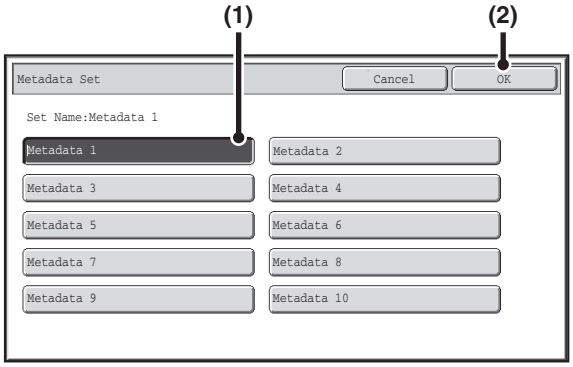
Switch to data entry mode and display the metadata set screen.

(1) Touch the [Data Entry] tab.

(2) Touch the [Metadata Entry] key.

- If no metadata sets have been stored, the [Data Entry] tab cannot be selected. Store a metadata set in the Web pages and then perform the transmission procedure.
- If a specific metadata set has been specified as the default set, go to step 3.

2

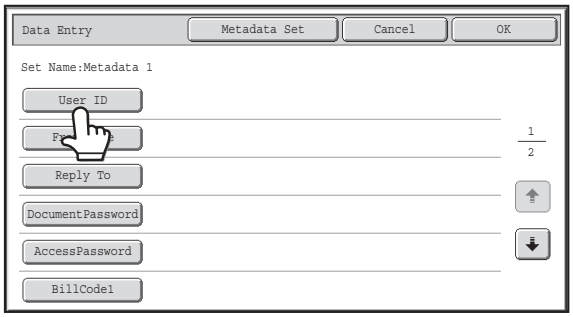


Select a metadata set.

(1) Touch the key of the metadata set that you wish to use.

(2) Touch the [OK] key.

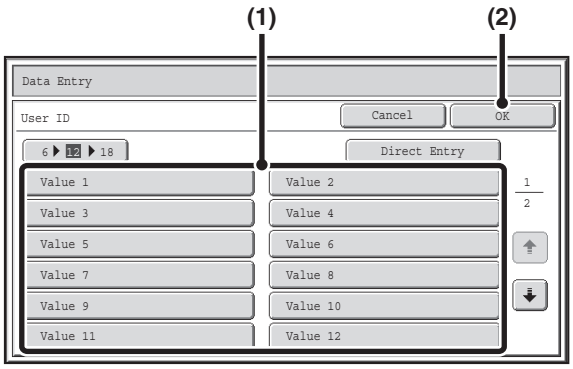
3



The keys of the items stored in the metadata set will appear. Touch the key of the item that you want to enter.

If you accidentally selected the wrong metadata set or wish to use a different metadata set when a default metadata set has been set, touch the [Metadata Set] key. Touch the [Yes] key in the message screen that appears. You will return to the screen of step 2. Metadata items entered to that point will be canceled.

4



Enter the selected metadata item.

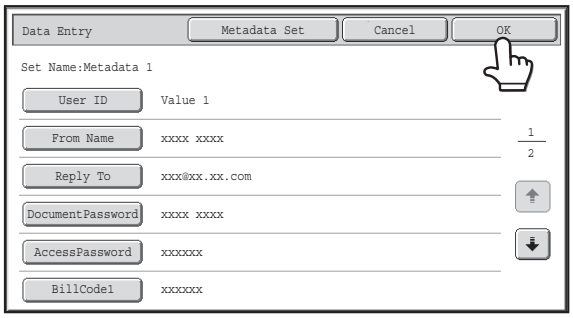
(1) Touch the key of the value that you wish to enter.

- When the entry values of the metadata item are in the form of selections, the selections are shown as keys. When a value is editable, you can touch the [Direct Entry] key to manually enter the value.
- If the metadata item requires the entry of text, a text entry screen will appear. Enter the required information.

(2) Touch the [OK] key.

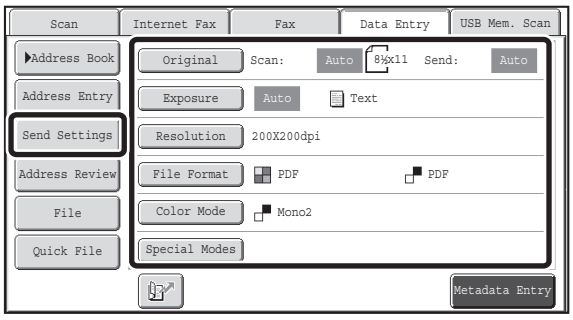
- To change the number of items displayed in the screen, touch the number of displayed items selector key. Select 6, 12, or 18 keys.
- For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

5



When you have finished entering all items, touch the [OK] key.

6



Select image settings and any other settings, and perform the scan send procedure.

- The procedures for selecting settings and performing transmission are the same as in the other modes.
- To make changes to entered values, touch the [Metadata Entry] key once again. The entry screen of the selected metadata set will appear.

The [Color Mode] key will only appear if the color expansion kit has been installed.

- Transmission cannot be performed if the [Data Entry] tab is displayed and no metadata settings have been configured. To perform transmission without sending metadata, switch to a different mode by touching the tab of that mode and then perform transmission.
- Before configuring metadata settings, you can specify addresses in all modes to be used. After metadata settings have been configured, only addresses in modes that are allowed in the selected metadata set can be specified.
- When metadata settings have been configured or an address is specified in the [Data Entry] tab, it will not be possible to switch to another mode.
- Metadata delivery is possible using the document filing function. The [Data Entry] tab appears in the transmission settings screen of document filing mode to allow metadata delivery. In addition, metadata delivery using document filing can be performed in [Document Operations] in the Web pages.

METADATA FIELDS

The following three types of metadata are included in the XML file that is transmitted.

- Data automatically generated by the machine: These data are always included in the XML file and are automatically stored on your computer.
- Previously defined fields: These fields are automatically recognized by the machine and assigned to appropriate XML tags. These fields are selectable, and can only be included in the XML file if enabled in the Web pages.
- User defined fields: Custom fields can be added to the XML file. These fields are selectable and can be defined in the Web pages.

If a defined metadata field is one of the following fields, a message will appear informing you that the field cannot be entered. Enter appropriate information in the related items of the send settings.

Name entered in metadata field	Description	Where entered
fromName	Name of the user who sent the job. If the name is not entered as metadata, the sender name determined by the usual rules for determining the sender name will be applied as metadata.	[Reply-To] (Sender name of selected sender)
replyTo	E-mail address to which the transmission result will be sent.	[Reply-To] (E-mail address of selected sender)
documentSubject	Job name appearing in the e-mail "Subject" line, or job name on the fax cover sheet. When the user enters a [Subject] in the send settings screen in the touch panel, the entered value is applied as metadata.	[Subject] (Blank until a value is set in the send settings screen.)
fileName	Enter the file name of the image to be sent.	[File Name] (Only when the [Allow Custom Filenames] checkbox is selected ☑ in the metadata settings screen in the Web pages.) (Blank until a value is set in the send settings screen.)

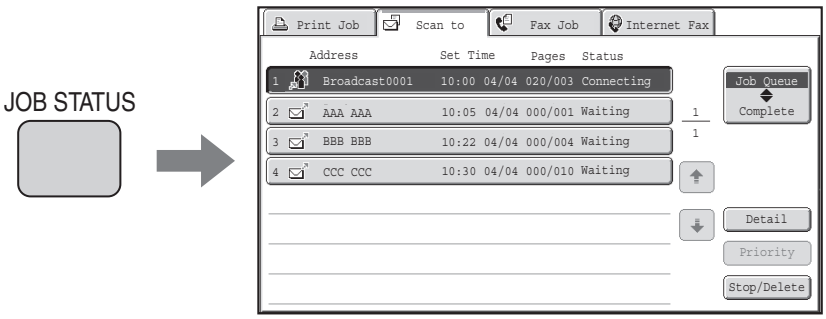
8 CHECKING THE STATUS OF TRANSMISSION/RECEPTION JOBS

This chapter explains how to check the status of transmission jobs and reception jobs.

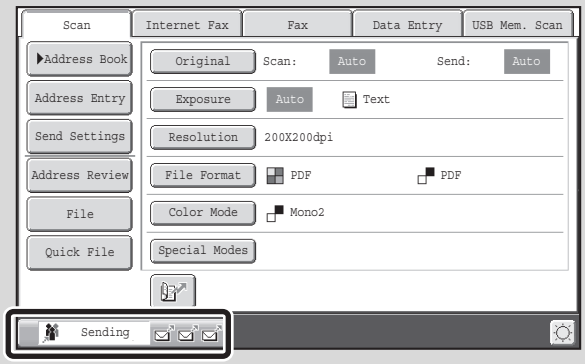
JOB STATUS SCREEN

The job status screen is displayed when the [JOB STATUS] key on the operation panel is pressed. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key is pressed, the job status screen of the mode that was being used before the key was pressed appears.
Reserved transmissions and received faxes are referred to as jobs here.

Example: Pressing the tab in scan mode



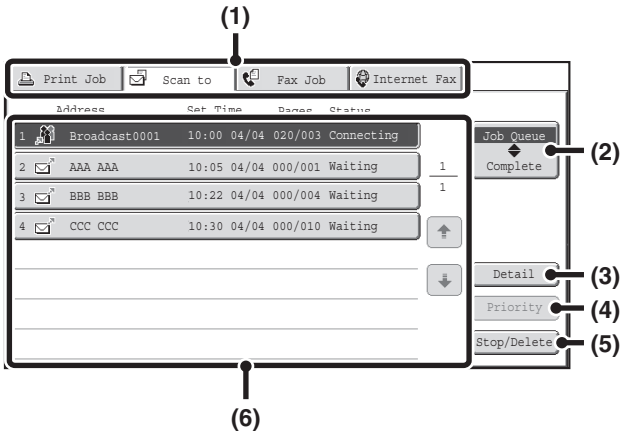
The job status display is in the lower left corner of the touch panel. The job status display can be touched to display the job status screen.



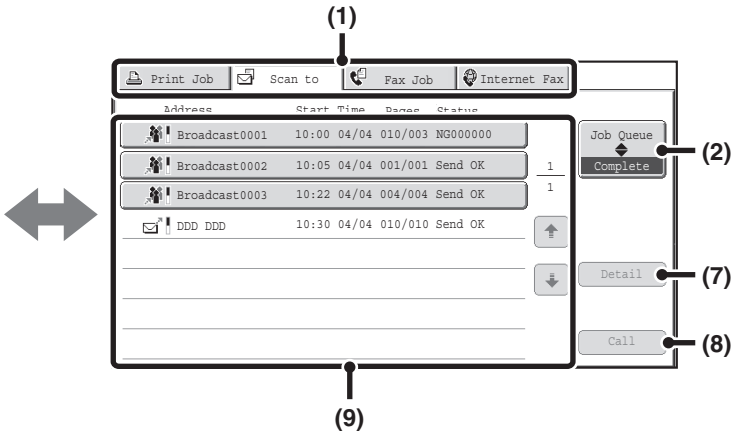
JOB QUEUE SCREEN AND COMPLETED JOB SCREEN

The job status screen consists of two screens: the job queue screen that shows reserved jobs and the job currently in progress, and the completed jobs screen. To switch between the two screens, touch the job status screen selector key ((2) below).

Job queue screen



Complete screen



(1) Mode switch tabs

Use these tabs to change the job status screen mode.

(2) Job status screen selector key

Touch this key to switch between the job queue screen and the completed jobs screen.

(3) Job queue screen [Detail] key

This shows details on and the status of broadcast transmission jobs that have been reserved or are in progress. Select the key of the desired job in the job queue screen (6) and then touch the [Detail] key.
CHECKING A RESERVED JOB OR THE JOB IN PROGRESS (FAX MODE) (page 166)

(4) [Priority] key

Touch this key to give priority to a selected job.
☞ GIVING PRIORITY TO A RESERVED JOB (page 169)

(5) [Stop/Delete] key

Touch this key to stop or delete a selected job.
☞ CANCELING A JOB IN PROGRESS OR A RESERVED JOB (page 168)

(6) Job queue screen

Jobs are shown as keys in the order they were reserved. Each key shows information on the job and its current status.
☞ Job key display (page 163)

(7) Completed jobs screen [Detail] key

This shows detailed information on the results of completed broadcast transmissions and jobs that used the document filing function. Select the key of the desired job in the completed jobs screen (9) and then touch the [Detail] key.
From the details screen, it is possible to resend the fax to destinations to which transmission was not successful.
☞ CHECKING COMPLETED JOBS (page 167)

(8) [Call] key

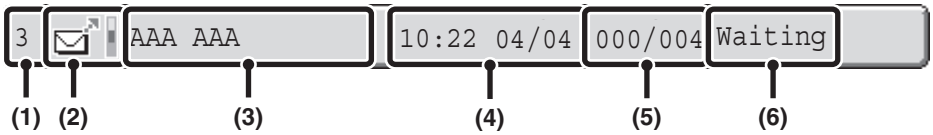
Touch this key to call up and use a transmission or reception job stored with the document filing function.

(9) Completed jobs screen

This shows up to 99 completed transmission or reception jobs in each mode. A description of the job and the result (status) are shown.
Jobs that used document filing function, broadcast transmission jobs, and received Internet fax forwarding jobs are indicated as keys.

Job key display

The following information is shown in the job queue keys and completed job keys that appear in the job status screen.



(1) Displays the number (position) of the job in the job queue.

When the job currently being transmitted is finished, the job moves up one position in the job queue.
This number does not appear in keys in the complete screen.

(2) Mode icon

This indicates the type of job. In the completed jobs screen, a color bar appears next to the icon to indicate whether the job was executed in color or black & white. (However, the color bar icon does not appear in the key of a job stored using the document filing function.)

Icon	Job type
	Scan to E-mail
	Scan to FTP
	Scan to Network Folder
	Scan to Desktop
	Internet fax transmission
	Internet fax reception
	PC-I-Fax transmission
	Broadcast transmission or serial polling
	Fax transmission
	Fax reception
	PC-Fax transmission

(3) Name of communicating party (address)

For a transmission, the name or address of the destination.
For a reception, the address of the sending party.
For a broadcast transmission or serial polling operation, the function name and a broadcast control number (4-digits).
For a fax transmission job, normally "Registered No."*1 or "Direct Entry"*2 appears. The key can be touched to show the destination name or destination number, depending on how the destination was selected.

*1 This appears when a destination stored in the address book was selected.

*2 This appears when the fax number was directly entered with the numeric keys or was selected from a global address book.

(4) Time reserved/Time started

In the job queue screen, the date and time the job was reserved. In the completed jobs screen, the date and time the job was started.

(5) Number of pages

Shows the number of pages transmitted/total number of original pages.

(6) Status

Shows the job status.

- Job in progress

Display	Status
"Connecting"	Connecting to the destination.
"Sending"	Sending data.
"Receiving"	Receiving
"Tel"	Speaking with the other party using an extension phone
"Stopped"	The job has been stopped.
"Error"	An error occurred while the job was being executed.

- Job waiting to be executed

Display	Status
"Waiting"	The job is waiting to be executed.
"Retry Mode"	The job is being re-attempted due to a communication error or other problem.
"Report Wait"	An Internet fax has been sent for which a receive report was requested, and the machine is waiting for the receive report.
A day and time is displayed	Timer transmission job (the specified time is displayed)

• Completed job

Display	Status
"Send OK"	Transmission was completed.
"In Memory"	Reception completed but the fax has not been printed. (The received fax is being held by the print hold function.)
"Printed"	Finished printing the received fax
"Forward OK"	The received fax has been forwarded.
"Stopped"	The job was stopped.
"Number of successful transmission destinations/ Total destinations OK"	Broadcast transmission or serial polling completed. If transmission to 3 destinations was successful out of a total of 5, "003/005 OK" will appear.
"No Response"	An error occurred because there was no response from the destination.
"OK Report"	A receive report was requested for a transmission, the transmission was completed normally, and the receive report was received from the destination.
"NG Report"	A receive report was requested for a transmission, however, the transmission did not take place correctly and a transmission failed report was received.
"No Report"	An e-mail was received without an attached file and thus printing was not possible.
"Received"	An e-mail was received, however, the attached file was not a TIFF-F file or there was no attached file, and thus printing was not possible.
"Rejected"	A fax was sent from a party that has been blocked.
"NGxxxxxx"	Transmission/reception was not successful because a communication error occurred (a 6-digit error code appears in xxxxxx.)
"Error"	An error occurred while the job was being executed.
"Busy"	An error occurred because the other party was busy.

OPERATION WHEN A JOB IN THE JOB QUEUE IS COMPLETED

When a normal transmission job is completed, it moves to the completed jobs screen and "Send OK" appears in the status column.
Reception jobs, timer transmission jobs, forwarding jobs, and retry jobs are handled as explained below in the job status screen.

Received jobs

While an Internet fax or a fax is being received, "Receiving" appears.
When reception is completed, the job moves to the completed jobs screen and "In Memory" appears.
After the fax is printed, the status changes to "Printed".

Timer transmission jobs

A timer transmission job appears at the bottom of the job queue until the specified time arrives.
When the specified time arrives, the job is executed. If another job is in progress, the timer job is started when the other job is completed.

Internet fax transmission jobs that request a receive report

After completion of an Internet fax transmission job that requests a receive report, the job is placed on standby at the bottom of the job queue screen. "Report Wait" appears in the status column. When the receive report is received from the destination, or if the report is not received within the timeout time, the job moves to the completed jobs screen.

Reception jobs when "Inbound Routing Settings" are enabled

When "Inbound Routing Settings" are enabled, reception jobs are handled as follows depending on the print setting.
☞ FORWARDING RECEIVED FAXES TO AN E-MAIL ADDRESS (Inbound Routing Settings) (page 153)

- **Received fax is not printed**
 "Receiving" appears while the fax is being received. When reception is completed, the job moves to the job queue of the job status screen of scan mode.

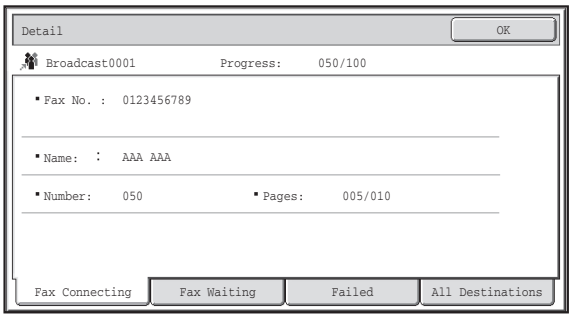
- **Received fax is printed**
 When reception is completed, the job moves to the complete screen and "In Memory" appears. After the fax is printed, "Printed" appears. In addition, the job is added to the job queue of the job status screen of scan mode. When forwarding is finished, "Forward OK" appears.

Retry jobs (fax mode)

A retry job appears at the bottom of the job queue screen. When the set retry interval elapses, the job is executed. If there are jobs reserved ahead of the retry job, the retry job is reserved at the bottom of the job queue and executed when its turn arrives.

CHECKING A RESERVED JOB OR THE JOB IN PROGRESS (FAX MODE)

The detailed contents of a broadcast transmission or serial polling job can be displayed. Select (touch) the key of the job that you wish to check and touch the [Detail] key. The job details screen will appear (see below).

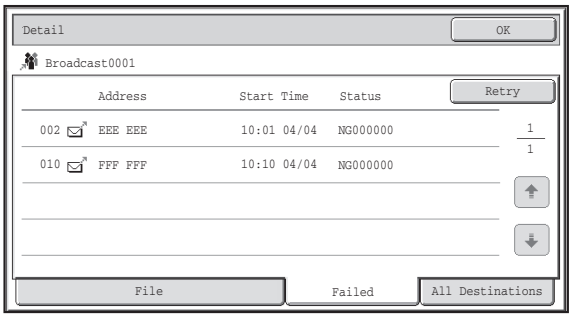


The job name and progress (number of completed destinations / total destinations) appear at the top of the screen. To view details on the job, touch one of the tabs. The following information appears on each tab.

Tab name	Information displayed
Fax Connecting	Information on the current destination appears. Fax No.: The fax number of the destination Name: The name of the destination Number: The broadcast control number (3-digits) Pages: Number of pages completed / total number of pages
Fax Waiting	This shows information on the destinations that are waiting. A broadcast control number (3-digits) appears in front of each destination. Address: The name of the other destination Status: The status of communication
Failed	This shows information on destinations for which communication failed. A broadcast control number (3-digits) appears in front of each destination. Address: The name or fax number of the destination Start time: The time at which communication began Status: The status of communication
All Destinations	This shows all destinations specified in the job. A broadcast control number (3-digits) appears in front of each destination. Address: The name or fax number of the destination Start time: The time at which communication began Status: The status of communication

CHECKING COMPLETED JOBS

You can check a list of the destinations, the destinations for which transmission failed, and other detailed information on completed jobs that used document filing function, broadcast transmission jobs, inbound routing jobs and serial polling jobs. Touch the key of the job for which you wish to display information in the completed jobs screen and touch the [Detail] key. The job detail screen (see below) will appear.



The job name appears at the top of the job detail screen.
To view details on the job, touch one of the tabs. The following information appears on each tab.

Tab name	Information displayed
File	Shows information on a transmission/reception that used document filing function. To call up the file and use it, touch the [Call] key.
Failed	This shows information on destinations for which communication failed. A broadcast control number (3-digits) appears in front of each destination. Address: Address name or number Start time: Time at which communication began Status: Description of failure (error) The [Retry] key can be touched to re-attempt transmission to that address.
All Destinations	Shows all addresses specified in the job. A broadcast control number (3-digits) appears in front of each destination. Address: Address name or number Start time: Time at which communication began Status: Communication result The [Retry] key can be touched to transmit to all addresses again.

When Scan to FTP or Scan to Desktop destinations are included in a broadcast transmission, the retry function cannot be used.

CANCELING A JOB IN PROGRESS OR A RESERVED JOB

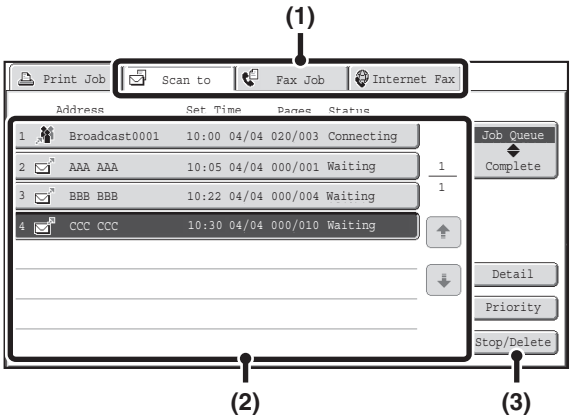
Follow the steps below to stop a job that is being transmitted or is waiting to be transmitted.

1



Press the [JOB STATUS] key.

2



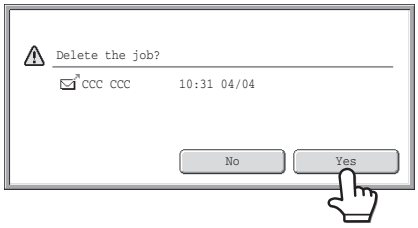
Select the job that you wish to stop.

(1) Touch the mode tab of the job to be stopped.

(2) Touch the key of the job to be stopped.

(3) Touch the [Stop/Delete] key.

3



Touch the [Yes] key.

If you do not want to stop the selected job...
Touch the [No] key.

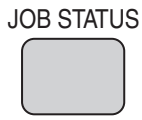
Received fax print jobs, Internet fax jobs being received or waiting for a send confirmation, jobs being forwarded by inbound routing, and F-code relay broadcast transmission jobs cannot be canceled.

☞ FORWARDING RECEIVED FAXES TO AN E-MAIL ADDRESS (Inbound Routing Settings) (page 153)

GIVING PRIORITY TO A RESERVED JOB

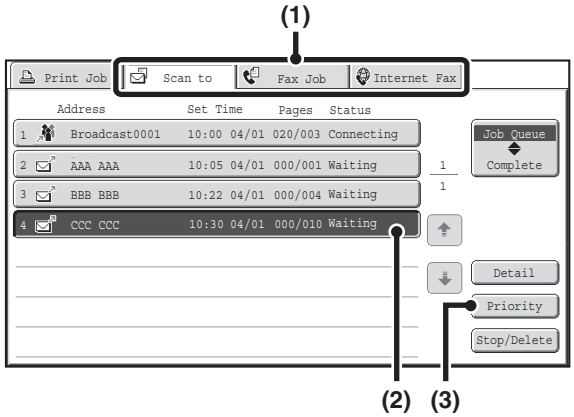
When multiple jobs are waiting to be transmitted, the jobs are normally transmitted in the order they were reserved. If you need to give priority to a job and send it ahead of the other jobs, follow the steps below.

1



Press the [JOB STATUS] key.

2



Select the job to which you wish to give priority.

(1) Touch the mode tab of the job to be given priority.

(2) Touch the key of the job to be given priority.

(3) Touch the [Priority] key.

The selected job moves up to the position immediately following the job in progress. The job will be executed when the job in progress is completed.

Fax mode:
If the job in progress is a broadcast transmission job or a serial polling job, the priority job will be transmitted between destinations of the broadcast transmission or serial polling job. However, if the priority job is a broadcast transmission job or a serial polling job, it will be executed after the current job is completed.

CHECKING THE ACTIVITY LOG (Image Sending Activity Report)

IMAGE SENDING ACTIVITY REPORT

You can have the machine print a log of recent image sending activity (date, name of other party, time required, result, etc.). The Image Sending Activity Report contains useful information such as the types of errors that occurred.
The most recent 199 transactions are included in the report.
You can have the machine print the Image Sending Activity Report each time the number of transactions reaches 200, or at a specified time (once a day only).

- The contents of the Image Sending Activity Report are erased when the report is printed, and thus it cannot be reprinted.
- The Image Sending Activity Report can also be printed manually. For details, see "List Print (Administrator)" in the Administrator's Guide.
- For the information that appears in the result column, see "INFORMATION APPEARING IN THE RESULT COLUMN" (page 170).

System Settings (Administrator): Activity Report Print Select Setting (I-Fax Settings/Fax Settings)
This is used to set the conditions for printing activity reports. The factory default setting is not to print.
The Image Sending Activity Report can be set to print each time the number of transactions reaches 200, or at a specified time (once a day only).

INFORMATION APPEARING IN THE RESULT COLUMN

Error types and other information are printed in the result column of transaction and activity reports. When a transaction report or activity report is printed, check the result of the transaction in the result column and take action as needed.

Examples of messages that are printed in the result column

Message	Explanation
OK	The transaction was completed normally.
OK REPORT	A receive report was requested for a transmission, the transmission was completed normally, and the receive report was received from the destination.
CANCEL	A transmission was stopped while in progress, or a reserved transmission job was canceled.
MEM. FULL	The memory became full during reception.
REJECTED	A fax was sent from a party that is blocked.
NG REPORT	A receive report was requested for a transmission, however, the transmission did not take place correctly and a transmission failed report was received.
NO REPORT	A receive report was requested for a transmission, however, a report was not received within the timeout time.
NG LIMIT	Transmission was not possible because the file size exceeded the machine's file size limit setting.
RECEIVED	An e-mail was received, however, the attached file was not a TIFF-F file or there was no attached file, and thus printing was not possible.
FAIL xx (xxxx)	The transaction failed due to a communication error. First 2 digits of communication error number: Error code from 00 to 99. Last 4 digits of communication error number: Code for use by service technicians.

Printed transmission result messages that may appear in fax mode

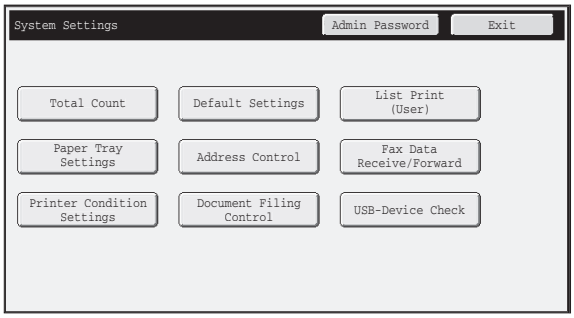
Message	Explanation
G3	Communication took place in G3 mode.
ECM	Communication took place in G3 ECM mode.
SG3	Communication took place in Super G3 mode.
Forwarding	The received data was forwarded.
NO RESPONSE	No response from the receiving party.
BUSY	Transmission was not possible because the other party was already using the line.
MEMORY OVER	The memory became full during quick on-line transmission.
LENGTH OVER	The transmitted fax was over 1.5 m (59") long and therefore could not be received.
ORIGINAL ERROR	Direct transmission or manual transmission was not successful because a misfeed occurred.
PASS# NG	The connection was broken because the polling passcode was not correct.
NO RX POLL	The machine that was polled does not have a polling function.
RX POLL FAIL	The other machine refused the polling operation, or your machine broke the connection when polled because no data was in memory.
F-CODE RX POLL FAIL	The other machine refused an F-code polling operation, or your machine broke the connection when polled because no data was in its F-code memory polling box.
RX POLL# NG	The connection was broken because the sub-address for F-code polling memory was not valid.
F POLL PASS# NG	The connection was broken because the passcode for F-code polling memory was not valid.
BOX NO. NG	Your machine broke the connection because the specified sub-address for an F-code memory box does not exist.
F PASS# NG	Your machine broke the connection because the other machine sent an incorrect passcode for F-code communication.
RX NO F-CODE POLL	F-code polling was attempted, however, the other machine did not have an F-code polling memory box.
NO F FUNC	F-code communication was attempted, however, the other machine does not support F-code communication.
NO F-CODE	F-code communication was refused by the other machine because of an incorrect sub-address or other reason.
M. BOX: [xxxxxx] ＊＊＊＊＊＊	Data was received to a confidential or relay broadcast memory box, or data was sent from a memory polling box. The name of the memory box appears in [xxxxxx], and the type of F-code operation (relay request reception, polling memory transmission, or confidential reception) appears in ＊＊＊＊＊＊.
NG xx (xxxx) (1) (2)	The communication handshake signals or image signals were distorted due to line conditions or other reasons, and communication was not successful. (1) First 2 digits of communication error number: Error code from 00 to 99. (2) Last 4 digits of communication error number: Code for use by service technicians.

9 SYSTEM SETTINGS

This chapter explains the system settings for the image send function that can be configured by general users.
For information on configuring the system settings, see the User's Guide. For system settings that require administrator rights, see the Administrator's Guide.

ACCESSING THE SYSTEM SETTINGS

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.
When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel.



Touch the item in this screen that you wish to configure. For the procedure for configuring each setting, see the explanation of the setting. The following settings are explained:

- ADDRESS CONTROL (page 174)
- FAX DATA RECEIVE/FORWARD (page 181)

- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For the procedure to follow when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.
- **Web pages**
 The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

SYSTEM SETTINGS LIST

A list of the system setting items explained in this manual and the factory default settings is shown below.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Address Control

Item	Factory default setting	Page
■ **ADDRESS CONTROL**		174
● ADDRESS BOOK	-	174
● CUSTOM INDEX	-	177
● PROGRAM	-	177
● F-CODE MEMORY BOX	-	179

■ Fax Data Receive/Forward

Item	Factory default setting	Page
■ **FAX DATA RECEIVE/FORWARD**		181
● I-FAX SETTINGS		181
▶ Reception Start	-	
▶ Manual Reception Key in Initial Screen	Enabled	
▶ Forward Received Data	-	
● FAX SETTINGS		182
▶ Receive Setting	Auto Reception	
▶ Multiple Set Print	Disabled	
▶ Staple*1	Disabled	
▶ Fold*2	Disabled	
▶ Forward Received Data	-	

*1 When a saddle stitch finisher or finisher is installed.
*2 When a folding unit is installed.

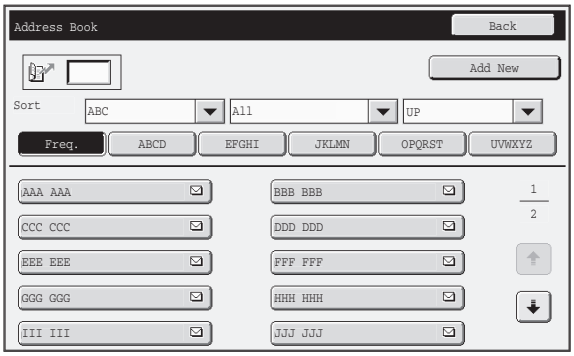
ADDRESS CONTROL

Select this item to store, edit, and delete one-touch keys, group keys, program keys, user indexes, and F-code memory boxes. Touch the [Address Control] key to configure the settings.

- The settings that can be selected vary depending on the peripheral devices installed.
- When the application integration module is installed, fax destinations can be stored even if the facsimile expansion kit is not installed.

ADDRESS BOOK

Destinations can be stored in the address book for easy retrieval.
Press the [SYSTEM SETTINGS] key and touch the [Address Control] key followed by the [Address Book] key to display the following screen.



- **[Add New] key**
 Use this to add a new address.
- **List display**
 This displays a list of the currently stored addresses. An address can be selected to open an edit/delete screen for the address.

Storing addresses

Touch the [Add New] key in the above screen to store an address. Up to 999 addresses can be stored.
For more information, see "Settings" (page 175).

- If "Disable Registering Destination from Operation Panel" is enabled for any of the modes, destinations for those modes cannot be stored.
- **To store addresses for Scan to FTP, Scan to Network Folder, and Scan to Desktop...**
 Store Scan to FTP and Scan to Network addresses in the Web pages. Store Scan to Desktop addresses using Network Scanner Tool. A combined maximum of 200 addresses can be stored for these three scanning methods.

Editing and deleting addresses

An address can be selected from the list in the above screen to open an edit/delete screen for the address.
For more information, see "Settings" (page 175).
Delete an address with the [Delete] key.

If you cannot edit or delete an individual (one-touch) key or group key...

- If the individual key or group key that you are attempting to edit or delete is being used in a reserved transmission (including a timer transmission) or a transmission in progress, wait until the transmission is finished or cancel the transmission.
- If the individual key or group key that you are attempting to edit or delete is included in a group key or program, delete the key from the group or program and then edit or delete the key.
- Editing and deleting will not be possible if the administrator has configured a "Default Address Setting" in the system settings (administrator) or has enabled "Inbound Routing Settings" or "Document Administration Function" in the Web pages. Have the key deleted from the above settings and then edit or delete the key.
- Fax mode:
 If the one-touch key or group key that you wish to edit or delete is stored as a forwarding destination in an F-code relay transmission group, first delete the key from the group and then edit or delete it.

Settings

Item	Description
General items stored	
Address Type	Select the type of address to be stored in the address book. • E-mail: Store an e-mail address in a one-touch key. • Internet Fax: Store an Internet fax address in a one-touch key. • Fax: Store a fax number in a one-touch key. • Group: Store multiple addresses as a group for a broadcast transmission.
Search Number	Set a search number. The lowest available number is automatically entered. To change the number, enter a number from 001 to 999. A search number that has already been stored cannot be used.
Address Name	Enter a maximum of 36 characters for the address name.
Initial	Enter up to 5 characters for the initials. The initials you enter here determine the position of the one-touch key in the alphabetical index.
Key Name	Enter the name that you wish to appear in the address book (this is different from the address name).
Custom Index	Select the custom index in which the address will appear.
Register this Address to be added to the [Frequent Use] index.	Frequently used addresses can be stored in the [Frequent Use] index.
Items appearing when an e-mail address is stored	
E-mail Address	Enter an e-mail address (max. 64 characters).
File Format	Specify the format of the file to be generated and the compression mode for black & white mode and color mode. • File Type: Set the format of the file to be generated. [JPEG] will not appear if the color expansion kit is not installed. • Compression Mode (Black & White): Select the compression mode for black & white transmission. • Compression Ratio (Color/Grayscale): Select the compression ratio for color/grayscale transmission. Does not appear when the color expansion kit is not installed.
Items appearing when an Internet fax address is stored	
I-Fax Address	Enter an Internet fax address (max. 64 characters).
Compression Mode	Select the compression mode for transmission.
Request Internet Fax Reception Report	Select whether or not you wish to receive a reception report by e-mail after transmission is completed.
Items appearing when a group is stored	
Address Book	Select addresses from the address book to be stored in the group. Up to 500 addresses can be stored.
Direct Entry	An address that is not stored in the address book can be directly entered. Enter the address in the same way as when storing an address for a mode. Note that when an Internet fax address is directly entered, the compression mode and reception report cannot be selected. When storing an e-mail address, [JPEG] can only be selected for the "Format" if the color expansion kit is installed.
Address Review	This displays a list of the selected addresses. Addresses can be deleted from this list if needed.

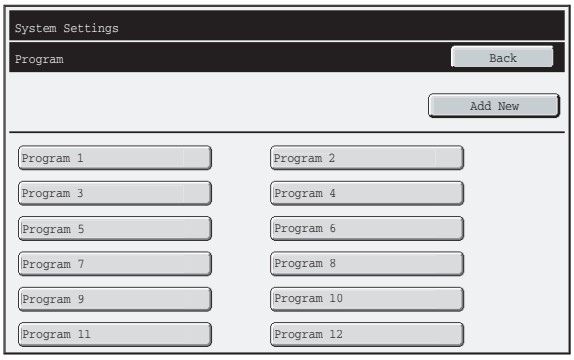
Item	Description
Items that appear when a fax destination is stored	
Fax Number	Enter the fax number of the destination (maximum of 64 digits). **Entering a pause between digits of the number** Touch the [Pause] key at the place where you wish to enter a pause. **To enter an F-code (sub-address and passcode)...** (1) Enter the destination fax number. (2) Touch the [Sub Address] key. (3) Enter the sub address (maximum of 20 digits). (4) Touch the [Passcode] key. (5) Enter the passcode (maximum of 20 digits). A passcode is not necessary if the destination machine does not use a passcode. The destination fax number can be a maximum of 64 digits including all numbers and characters. However, only the first 32 digits will appear in the display.
Transmission Mode	Set the transmission speed and the International Correspondence Mode. Selecting appropriate settings for these items may help eliminate communication errors. **Transmission Speed** 33.6 kbps, 14.4 kbps, 9.6 kbps or 4.8 kbps can be selected for the transmission speed. Higher numbers are higher transmission speeds. Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line conditions, do not change this setting. **Transmission Mode** None, Mode1, Mode2, or Mode3 can be selected for the International Correspondence Mode. When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.

CUSTOM INDEX

The name of a custom index can be changed for greater ease of use.
Delete the previously entered name and enter a new name (maximum of 6 characters).
The factory default names for the custom indexes are "User 1" to "User 6".

PROGRAM

If you frequently use the same settings and/or functions to transmit to the same destination or destinations, the settings and destinations can be stored in a program. This allows the settings and destinations to be selected by simply selecting the program.
When the [Program] key is touched, the following screen appears.



- **[Add New] key**
 Use this to add a new program.
- **List display**
 This displays a list of the currently stored programs. A program can be selected to open an edit/delete screen for the program.

Storing a program

Touch the [Add New] key in the above screen to open a registration screen. Up to 48 programs can be stored.
For more information, see "Settings" (page 178).

- A timer setting cannot be included in a program.
- At least one one-touch key must be specified in a program or the program cannot be stored.

Editing and deleting programs

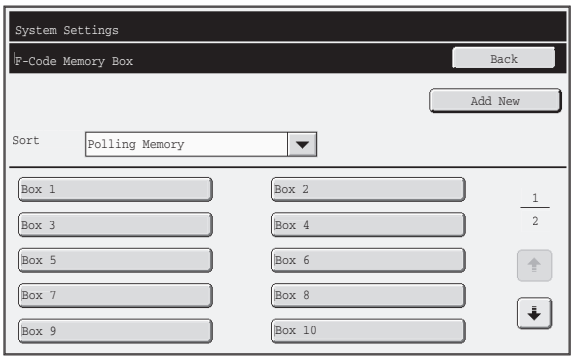
A program can be selected from the list in the above screen to open an edit/delete screen for the program.
For more information, see "Settings" (page 178).
Delete a program with the [Delete] key.

Settings

Item	Description
Program Number	Set the number to be assigned to the program. The lowest available number is automatically entered. If you wish to change the number, enter a number from 01 to 48. A number that is already in use cannot be assigned.
Program Name	Enter a maximum of 18 characters for the program name.
Address Book	Select the address(es) to be used in the program from the address book. Up to 500 destinations can be stored in one program. (If a Scan to Network Folder destination is selected, only one destination can be stored.)
Address Book screen	This displays a list of the currently stored addresses.
Address Review	This displays a list of the selected addresses. Addresses can be deleted from this list if needed.
Condition Settings	Select the mode in which the address is used (Internet fax, scan, etc.). When a mode is selected, the settings for that mode appear.
Mode Settings	Frequently used settings can be stored in the same way as when they are selected for a mode. For more information, see the manuals for each mode.

F-CODE MEMORY BOX

This section explains how to store memory boxes for various types of F-code communication.
When the [F-Code Memory Box] key is touched, the following screen appears.



- **[Add New] key**
 Use this to add a new memory box.
- **List display**
 This displays a list of the currently stored memory boxes. A memory box can be selected to open an edit/delete screen for the memory box.

Storing a memory box

Touch the [Add New] key in the above screen to open a registration screen. A total of 100 F-code memory boxes for all functions (polling memory, confidential, and relay broadcast) can be stored.
For more information, see "Settings" (page 180).

Editing and deleting a memory box

A memory box can be selected from the list in the above screen to open an edit/delete screen for the box.
For more information, see "Settings" (page 180).
Delete a memory box with the [Delete] key.

Settings

Item	Description
Items common to all types	
Box Type	Select the type of box. • Polling Memory: Store a memory box for F-code polling memory. The sub-address and passcode that you program in the memory box are necessary for the other machine to poll your machine (request transmission) using F-code communication. • Confidential: Store a memory box for F-code confidential reception. In addition, store a "Print PIN" in the memory box to print faxes received by confidential reception. The sub-address and passcode that you program in the memory box are necessary for the other machine to send a fax to your machine by F-code confidential transmission. • Relay Broadcast: Store a memory box for F-code relay broadcast transmission. Store the fax numbers of the end recipients (up to 30) in the memory box. The sub-address and passcode that you program in the memory box are necessary for the other machine to perform an F-code relay request transmission (ask your machine to relay a fax).
Memory Box Name	Enter a name (maximum of 18 characters) for the memory box.
Sub Address/Passcode	Enter a sub-address and passcode. Separate a sub-address and passcode by a slash "/". Touch the [Passcode] key in the screen to enter "/". A maximum of 20 digits each can be entered for the sub-address and passcode, for a total of 41 digits including the slash "/".
Items displayed when storing a confidential memory box	
Print PIN	Set a "Print PIN" for confidential reception. Enter a 4-digit number.
Items displayed when storing a relay broadcast memory box	
Recipients	Select the end recipients of the relay broadcast. Select the recipients from the address book. • Address Review: This displays a list of the selected recipients. Addresses can be deleted from this list if needed. • Direct Entry: An address that is not stored in the address book can be directly entered. Enter the address in the same way as when storing an address for a mode.



- When programming a new memory box, a sub-address that is already programmed for another box cannot be used. However, the same passcode can be used for more than one memory box.
- A passcode can be omitted.
- [✳] and [#] cannot be used in a sub-address.
- Do not forget the Print PIN. In the event that you forget the Print PIN or need to verify the Print PIN, contact your SHARP dealer or nearest SHARP customer service center.

FAX DATA RECEIVE/FORWARD

This section explains settings for reception and forwarding. Touch the [Fax Data Receive/Forward] key and configure the settings.

I-FAX SETTINGS

These settings can be configured when the Internet fax expansion kit is installed.

Reception Start

The machine will connect to your mail server (POP3 server) and check for received Internet faxes. If you have received Internet faxes, the faxes will be retrieved and printed.

To use this function, POP3 server settings must be configured. Configure these settings in the screen that appears when [Application Settings] - [Internet Fax Settings] is selected in the Web page menu.

Manual Reception Key in Initial Screen

This displays the [I-Fax Manual Reception] key in the base screen of Internet fax mode.

Forward Received Data

When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another Internet fax machine.

- A forwarding address is stored in "Set Address for Data Forwarding" in the system settings (administrator).
- If forwarding was not successful because the transmission was canceled or a communication error occurred, the faxes that were to be forwarded will return to the print queue on the machine.
- If the initial pages of a fax were successfully printed, only those pages that were not printed will be forwarded.
- Forwarding is not possible if no faxes were received or a forwarding fax number is not programmed.
- If "Hold Setting for Received Data Print" is enabled in the system settings (administrator), you will be prompted to enter the passcode. Enter the correct password with the numeric keys.

To cancel forwarding...
Press the [JOB STATUS] key, and then cancel the forwarding job in the same way as a transmission job.

FAX SETTINGS

The following items appear when the "Fax Settings" are configured.

Item	Description
Receive Setting	Set the fax reception method. • Auto Reception: When a call comes in, the machine rings and then automatically begins fax reception. • Manual Reception: This can be used when an existing extension phone is connected to the machine. Fax reception is begun by manual operation after answering on the extension phone.
Multiple Set Print	Specify whether or not two or more copies of received faxes will be printed. The number of copies is set in "Fax Output Settings" in the system settings (administrator).
Staple	Specify whether or not stapling is performed. (Only when a finisher or saddle stitch finisher is installed.) Binding settings are configured in "Fax Output Settings" in the system settings (administrator).
Fold	Specify whether or not output is folded. (Only when a folding unit is installed.) Paper sizes to be folded are selected in "Fax Output Settings" in the system settings (administrator).
Forward Received Data	When the machine cannot print because it is out of paper or out of toner, received faxes can be forwarded to another previously stored fax machine.



- If some pages of a fax that is being forwarded were successfully printed, only those pages that were not printed will be forwarded.
- A forwarded fax becomes a fax transmission job. If transmission does not take place because the transmission was canceled or an error occurred, the fax will be held in memory until it can be printed.
- All faxes received are forwarded. Note, however, that faxes received to an F-code confidential memory box cannot be forwarded.
- The forwarding fax number is stored in "Set the Telephone Number for Data Forwarding".
- Forwarding is not possible if no faxes were received or a forwarding fax number is not programmed.
- If "Hold Setting for Received Data Print" is enabled in the system settings (administrator), you will be prompted to enter the passcode. Enter the correct password with the numeric keys.

10 TROUBLESHOOTING

This chapter provides solutions to possible image sending problems. See the following table of contents to locate the appropriate page for your question or problem.

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- System settings
 Descriptions of system settings similar to the following example appear in this chapter.
 Example:
 → System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
 This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☑ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings. (For detailed explanations of the system settings (administrator), see the Administrator's Guide.)
- For problems common to all functions of the machine and peripheral devices, see the User's Guide.
- If you are unable to solve a problem using the solutions in this chapter, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* Do not turn off the machine's main power switch or remove the power plug while a job is being executed or processed. This may damage the hard drive or cause the data being stored or received to be lost.

- If you are unable to solve a problem using the information in this chapter, please contact your dealer or nearest SHARP Service Department.

PROBLEMS RELATED TO TRANSMISSION

General problems common to all modes

Problem	Point to check	Solution
Transmission does not take place.	Did you select the correct destination? Is the correct information (e-mail address or FTP server information) stored for that destination?	Make sure that the correct destination information is stored for the destination and that the destination is correctly selected. If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.
	Did you place a long size original on the document glass when it is scanned?	A long size original cannot be scanned from the document glass. Place originals in the document feeder tray of the automatic document feeder.
	Did you place an original that is folded?	If a folded original is placed in the automatic document feeder, an error will occur and scanning will be canceled when the actual original size is detected during scanning. Following the instructions in the display, unfold the original, place it in the automatic document feeder again, and rescan.
	Does a message appear notifying you that the original size was not detected?	Place the original again. If the original size is still not detected correctly, specify the original size manually.
A destination cannot be specified. **Mode cannot be selected.**	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use and page counts may be restricted in your user settings. Check with your administrator.
A destination is pre-selected.	Is "Default Address Setting" enabled in the system settings (administrator)?	If you wish to send to a destination other than the default destination, touch the [Cancel] key. If you are the administrator and wish to change or disable the default destination, change the settings as appropriate in "Default Address Setting". →System Settings (Administrator) > "Image Send Settings" > "Scan Settings" > "Default Address Setting"
Transmission does not begin at the specified time.	Is the machine's clock set to the correct time?	Set the clock to the correct time. →System Settings > "Default Settings" > "Clock Adjust" > "Clock Adjust"
	Is a transmission in progress?	If another transmission is in progress when the specified time arrives, the timer operation will begin after that transmission is finished.

Scan mode, USB memory mode, Internet fax mode

Problem	Point to check	Solution
Transmission does not take place.	Does the image file exceed the e-mail attachment limit set in the system settings (administrator)?	If your administrator has set a limit on the size of transmitted files, a file that exceeds the limit cannot be transmitted. Check with your administrator.
	Did the image file exceed the file attachment size limit of your mail server? (When Scan to E-mail is used.)	Reduce the size of the file attachment (reduce the number of pages scanned). The size of the file can also be reduced by scanning using a lower resolution setting. Ask your mail server administrator what the file size limit is for one e-mail transmission.
	Has the folder on the destination computer been set as a shared folder so that files can be sent to it? (When using Scan to Network Folder.)	If the destination folder is not configured as a shared folder, select "share" in the folder properties. If the folder was moved or otherwise changed, the "share" setting may have been canceled.
Auto selection of the color mode does not take place correctly. (When the color expansion kit is installed.)	Are you scanning one of the following types of originals? **When Black & White is not selected:** • Are there colors or coloring in the paper? **When Color is not selected:** • Is the color in the original very light? • Is the color in the original very dark, almost black? • Is only a very small area of the original colored?	When the color mode is set to "Auto", the machine detects whether the original is black and white or color when the [START] key () is pressed; however, in the cases at left, automatic detection may not give the correct result. In this event, specify the color mode manually.
The received image file cannot be opened.	Does the viewer program used by the recipient support the format of the received image data?	The recipient may be able to open the file if you change the file type and compression mode selected at the time of transmission. Use a software program that is capable of opening the selected file type and compression mode.
	Does a message appear prompting you to enter your password?	The received file is an encrypted PDF file. Ask the sender for the password, or have the image sent again in a non-encrypted format.
Transmission takes a long time.	Is the resolution setting appropriate at the time of scanning?	To select resolution and data compression settings that are suited to the purpose of transmission and create image data that is balanced in terms of resolution and file size, pay attention to the following points: Resolution settings The default resolution setting is [200X200dpi] in scanner and USB memory mode, and [200X100dpi] in Internet fax mode. If the original does not contain a halftone image such as a photo or illustration, scanning at the default resolution will create a practical and useful image. A higher resolution setting or the "Half Tone" setting (in Internet fax mode) should only be selected if the original contains a photo and you wish to give priority to the quality of the photo image. Exercise caution in this case as a larger file will be created than when the default setting is used.

Problem	Point to check	Solution
Cannot write to USB memory. (When using USB Memory Scan.)	Is the USB memory device connected securely to the machine?	Make sure that the USB memory device is connected securely.

PROBLEMS RELATED TO SCAN RESULTS

Problem	Point to check	Solution
The scanned image is clipped.	Is the original scan size setting smaller than the actual original size?	Set the scan size to the actual original size. If you have intentionally set a smaller size than the actual original size, note carefully the placement position of the selected scan size when placing the original. For example, when scanning an 8-1/2" x 11" (A4) original using a 5-1/2" x 8-1/2" (B5) setting on the document glass, align the original using the document glass scale at the left edge to fit the area you wish to scan into the 5-1/2" x 8-1/2" (B5) scanning area. For the procedure for placing the original, see the User's Guide.
The quality of the scanned image is poor.	Is the original printed matter such as a book or magazine?	When the original is printed matter, vertical patterns (moiré) may occur. Touch the [Exposure] key in the base screen to open the exposure setting screen. The [Moiré Reduction] checkbox appears in this screen. This checkbox can be selected ☑ to reduce the moiré effect. (only in scan mode and USB memory scan mode) It may also be possible to reduce the moiré effect by changing the resolution setting or shifting the original (or changing its angle) slightly on the document glass.
	When scanning a color or grayscale original, is the color mode set to "Mono2"?	Setting the color mode to "Mono2" replaces the colors in the original with either black or white. This is suitable for text-only originals; however, originals with illustrations should be scanned with the color mode set to [Grayscale], [Full Color], or [Auto] - [Grayscale]. If the color expansion kit is not installed, scanning will only be possible in black and white.
	Is a destination included that has [TIFF-S] selected for the format?	When a broadcast transmission is performed that includes both scan mode destinations and Internet fax destinations that have [TIFF-S] selected for the format, the resolution will remain fixed at [200X200dpi] even if a different resolution setting is selected. If you wish to send an image scanned at high resolution to scan mode destinations, send the image in a separate transmission.
The scanned image is blank.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up.

Problem	Point to check	Solution
The scanned image is upside down or on its side.	Are Internet fax or fax destinations included?	When performing a broadcast transmission that includes Internet fax or fax destinations, the transmission orientation of the Internet faxes or faxes is given priority, and thus an image file may not appear in the correct orientation on a computer. If this problem occurs, transmit to the Internet fax and fax destinations separately.
The scanned image is black and white.	Are Internet fax or fax destinations included?	If Internet fax or fax destinations are included, scanning will only take place in black and white.
	Is the color expansion kit installed?	If the color expansion kit is not installed, scanning will only be possible in black and white.
JPEG was selected for the file type but the file was created as a TIFF file.	Is the color mode set to [Mono2]?	When [JPEG] is selected for the file type and the image is scanned in Mono2, the file will be created as a TIFF file. To create the file as a JPEG file, change the color mode to [Full Color] and then press the [START] key ().

PROBLEMS RELATED TO ONE-TOUCH INDIVIDUAL KEYS/GROUP KEYS

Problem	Point to check	Solution
A one-touch individual key or group key cannot be stored.	Has the maximum number of keys been stored?	Delete one-touch keys and group keys that are not being used.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
A one-touch individual key or group key cannot be edited or deleted.	If the key is an individual key, is the key included in a group?	Remove the key from the group and then edit or delete the key. →System Settings > "Address Control" > "Program"
	Is the key being used in a reserved transmission or a transmission in progress?	Wait until the transmission is finished or cancel the transmission and then edit or delete the key.
	Is the key included in a program key?	Remove the key from the program and then edit or delete the key. →System Settings > "Address Control" > "Program"
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator.
	Has your administrator enabled a function that prevents editing/deleting?	If your administrator has enabled "Default Address Setting" (on the machine) or "Inbound Routing Settings" (in the Web pages), editing/deleting will not be possible. Check with your administrator.

Problem	Point to check	Solution
You wish to delete or edit an individual key but do not know which group key it is stored in.	Are multiple group keys stored?	If multiple group keys have been stored, print the Group List in "Sending Address List" in the system settings. The list will show where the key is stored. →System Settings > "List Print (User)" > "Sending Address List" > "Group List"
You wish to delete or edit an individual or group key but do not know which program key it is stored in.	Are multiple program keys stored?	If multiple program keys have been stored, print the Program List in "Sending Address List" in the system settings. The list will show where individual and group keys are stored. →System Settings > "List Print (User)" > "Sending Address List" > "Program List"

PROBLEMS RELATED TO RECEPTION

Problem	Point to check	Solution
Printing does not take place after reception.	Does a message appear in the display instructing you to add toner or paper? (Printing is not possible when this screen appears.)	Restore printing capability as instructed by the message.
	Does a password entry screen appear?	"Hold Setting for Received Data Print" is enabled. Enter the correct password with the numeric keys. If you do not know the password, check with your administrator.
	Is forwarding (Inbound Routing function) selected in the Web page for a received fax?	When the Inbound Routing function is enabled in the Web pages, received faxes are automatically forwarded to a specified E-mail address. If "Print at Error" is selected when Inbound Routing is enabled, received faxes will only be printed when an error occurs. If you need to print a received fax, ask your administrator.
The received image is faint.	Is the original that was faxed also faint?	Ask the other party to send the fax again using a suitable (darker) exposure setting.

FAX PROBLEMS

Problems related to transmission

Problem	Point to check	Solution
Transmission does not take place.	Is the telephone line connected securely?	Check the telephone line jack, the wall jack, and any extension adapters to make sure that all connections are secure. ☞ PREPARATIONS FOR FAX (page 13)
	Is the correct dial mode set for your line?	Ask your administrator to verify that "Dial Mode Setting" is set correctly for the line you are using. → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Dial Mode Setting"
	Is a busy signal received?	If a busy signal is received, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Factory default setting: 2 attempts, 3 min. intervals) → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Line Busy" To cancel the transmission, press the [JOB STATUS] key, touch the key of the job that you wish to cancel, and then touch the [Stop/Delete] key. A message appears to confirm the cancelation. Touch the [Yes] key.
	Did a communication error occur?	If an error occurs that prevents transmission, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Factory default setting: 3 min. intervals) → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Communication Error" To cancel the transmission, press the [JOB STATUS] key, touch the key of the job that you wish to cancel, and then touch the [Stop/Delete] key. A message appears to confirm the cancelation. Touch the [Yes] key. The machine supports error correction mode (ECM) and is configured to automatically resend any part of a fax that is distorted due to noise on the line. → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "ECM"
	Does a message appear indicating that the memory is full?	If the memory becomes full, the transmission will be canceled. Divide the originals into sets and fax each set separately, or use direct transmission.

Problem	Point to check	Solution
Transmission does not take place.	Does the job status screen (completed jobs) or a transaction report indicate that the transmission was not successful?	Perform the transmission again. If the transmission is still not successful after recalling is performed as set in "Recall in Case of Line Busy" or "Recall in Case of Communication Error", the transmission failure will be indicated in the job status screen and the transaction report. → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Line Busy" → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Recall in Case of Communication Error"
	Are the sub-address and passcode correct? (When using F-code communication)	Check with the operator of the other machine to make sure that the sub-address and passcode are correct.
Broadcast transmission is not possible. **Transmission is not possible using the speaker.**	Is "Fax Dest. Confirmation Mode" enabled in the system settings (administrator)?	When "Fax Dest. Confirmation Mode" is enabled, a broadcast transmission that includes fax destinations cannot be performed. (Group keys and program keys that include fax destinations cannot be selected.) Also, it is not possible to perform a broadcast transmission using the speaker. Check with your administrator.
The transmitted fax prints out blank at the receiving side.	Is the original placed face up or face down correctly?	When using the document glass, the original must be placed face down. When using the automatic document feeder, the original must be placed face up. Place the original correctly and send the fax again.
	If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	Check with the operator of the other machine.
The transmitted fax is reduced by the receiving fax machine.	Has image rotation been enabled?	When "Rotation Sending Setting" is not enabled (the image is not rotated), an original placed in the vertical orientation may be reduced by the receiving machine. Enable "Rotation Sending Settings" before transmission. → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Send Settings" > "Rotation Sending Setting" > ☑

Problems related to reception

Problem	Point to check	Solution
Printing does not take place after reception.	Has cut-off printing been disabled in the system settings (administrator)?	If "Print Actual Size Cut off Disabled" is enabled in "Print Style Setting" in the system settings (administrator) and a fax is received that is larger than any paper that is loaded, the fax will be received to memory without being printed. (However, when a fax longer than 11" x 17" (A3) size is received, it will be printed using multiple sheets of paper.) Load the same size of paper as the received fax.

Problem	Point to check	Solution
The machine does not begin fax reception.	Has the reception mode been set to "Manual Reception" in the system settings?	When the reception mode is set to "Manual Reception", the machine will not receive faxes automatically. To have the machine receive faxes automatically, set the reception mode to "Auto Reception". →System Settings > "Fax Data Receive/Forward" > "Fax Settings" > "Receive Setting"
	Is little free memory remaining?	Free memory by printing faxes received by confidential reception and other received data that is protected by a password, and by deleting data stored in memory boxes.
Manual reception / polling reception are not possible.	Is little free memory remaining?	Free memory by printing faxes received by confidential reception and other received data that is protected by a password, and by deleting data stored in memory boxes.

Problems related to one-touch individual keys / group keys

Problem	Point to check	Solution
A one-touch individual key or group key cannot be edited or deleted.	Is the key that you wish to edit or delete stored as a relay destination of an F-code relay broadcast transmission?	An individual or group one-touch key that is stored as a relay destination cannot be edited or deleted. Remove the key from the relay destinations of the F-code relay broadcast transmission and then edit or delete the key. →System Settings > "Address Control" > "F-Code Memory Box" If multiple memory boxes have been stored, print the memory box list in "Sending Address List" in the system settings. The list will show where the key is stored. →System Settings > "List Print (User)" > "Sending Address List" > "Memory Box List"

Problems related to telephone

Problem	Point to check	Solution
Dialing is not possible.	Is the extension phone connected?	Check the telephone line jack, the extension phone jack, the wall jack, and any extension adapters to make sure that all connections are secure.
You cannot talk to the other party.	Did you dial using the speaker?	When you dial using the speaker, you will be able to hear the voice of the other party, but he or she will not hear your voice. Use the extension phone. (When the extension phone is not installed, you cannot talk to the other party.)

Problems related to audible signals

Problem	Point to check	Solution
The sound is too soft (or cannot be heard) • Speaker • Ringer Volume • Line Monitor • Fax Receive Complete Signal • Fax Send Complete Signal • Fax Communication Error Signal	Is the volume set to "Small" or "No Sound" in the system settings (Administrator)?	Ask your administrator to adjust the appropriate volumes in the "Speaker Settings". → System Settings (Administrator) > "Image Send Settings" > "Fax Settings" > "Fax Default Settings" > "Speaker Settings"

Image Send Guide

MODEL: MX-M850
MX-M950
MX-M1100



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MX1100-US-IMS-Z2

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MODEL: MX-M850
MX-M950
MX-M1100

Document Filing Guide



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ABOUT THIS MANUAL

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

Scope of the explanations in this manual

- The explanations of the document filing function assume that the user is already familiar with copy mode, and the other modes of the machine.
 This manual does not contain detailed explanations of the other modes that are used in conjunction with the document filing function. If you have any questions regarding one of the other modes, see the manual for that mode.
- To further explain certain functions and uses, some explanations assume that additional peripheral devices (Internet fax expansion kit etc.) are installed.
- The function that cannot be used according to the state of the installation of the peripheral devices is provided.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide (This manual)	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

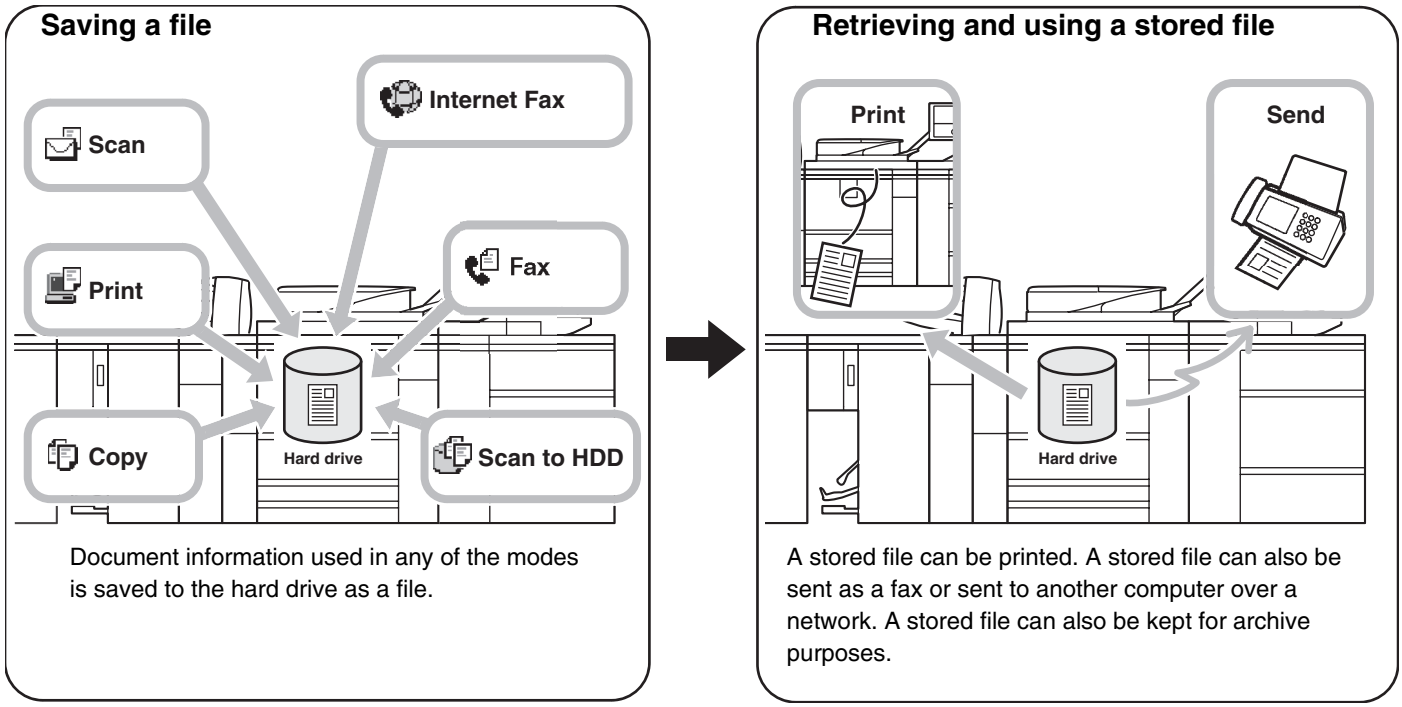
	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. **When "System Settings:" appears:** A general setting is explained. **When "System Settings (Administrator):" appears:** A setting that can only be configured by an administrator is explained. For detailed information on each system setting, see the Administrator's Guide.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1 DOCUMENT FILING

This chapter provides information that you should know before using the document filing function, including an overview of document filing, the features and functions of document filing, and points to keep in mind when using document filing.

OVERVIEW

The document filing function allows you to save the document image of a copy or image send job, or the data of a print job, as a file on the machine's hard drive.
The stored file can be retrieved and printed or transmitted as needed.



Document information used in any of the modes is saved to the hard drive as a file.

A stored file can be printed. A stored file can also be sent as a fax or sent to another computer over a network. A stored file can also be kept for archive purposes.

TYPES OF DOCUMENT FILING

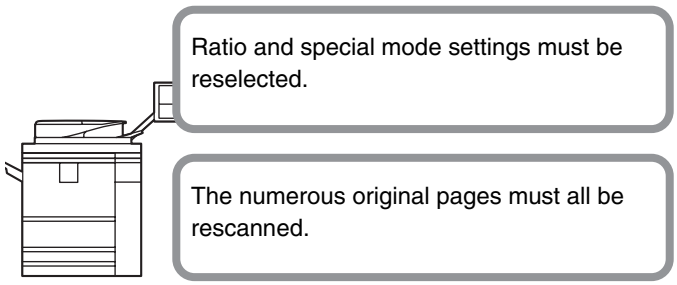
There are three ways to save a file using document filing: "Quick File", "File", and "Scan to HDD".

Quick File	As a copy, scan send, or other job is performed, this function saves the document data to the hard drive. Use this function when you want to quickly and easily store document data without specifying a file name or other information. The stored file can also be used by other people. Do not use this method to save files that you do not want others to use, such as files containing sensitive or confidential information.
File	As a copy, scan send, or other job is performed, this function saves the document data to the hard drive. Unlike Quick File, various types of information can be appended to the file when the file is saved to enable efficient file management. A password can also be established to prevent the file from being retrieved up by others.
Scan to HDD	This function scans a document and stores it as a file. Like File, various types of information can be appended to the file when it is stored.

USES OF DOCUMENT FILING

Quickly using a file

Example: You prepared handouts consisting of numerous pages for a meeting, however, another handout is needed for a newly added participant.

The handout was not saved using document filing	The handout was saved using document filing
 Not likely to be completed in time for the meeting...	 Printing is accomplished quickly and the handout is ready in time for the meeting!
Copy settings must be reselected and the original must be rescanned. As indicated above, to obtain another set of output, the settings must be selected all over again. If you don't remember the settings, much effort may be expended to get the same output result as the previous time.	By retrieving a job stored using document filing, there is no need to reselect copy settings or rescan the original. The job can be retrieved and printed using the same settings quickly and easily.

As shown in the example, storing a job with the document filing function frees you of the need to rescan the original and select settings, saving considerable time.

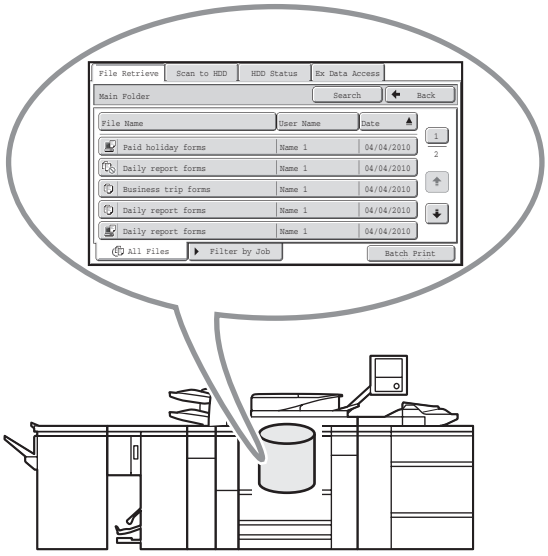
Convenient for managing frequently used documents

Example: Managing a large number of business forms

Not using document filing
It takes time to find the form you need.



Using document filing
The required form can be easily retrieved from the document filing list,
and document management is much more efficient.



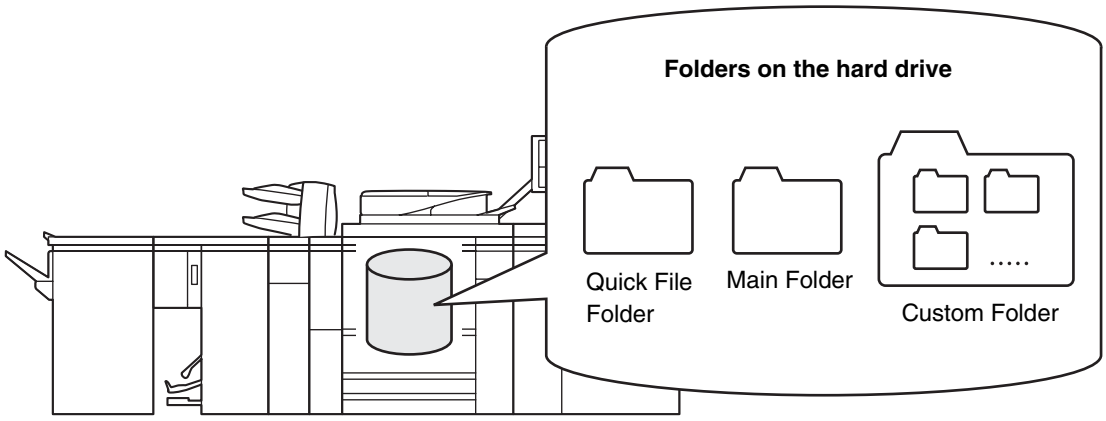
Application forms, report forms, and other business forms can be stored on the hard drive for easy retrieval, letting you print the number of copies you need when you need them.

BEFORE USING DOCUMENT FILING

This section provides information that you should know before using the document filing function.

Folders

Three types of folders are used to store files by document filing.



Quick File Folder

Documents scanned using the [Quick File] key are stored in this folder. A user name and file name are automatically assigned to each job.

Main Folder

Documents scanned using the [File] key are stored in this folder.
When you store a job in the Main folder, you can specify a previously stored user name and assign a file name.
A password can also be set when storing a file ([Confidential] save).

Custom Folder

Folders with custom names can be created inside this folder.
When a document is scanned using the [File] key and a folder is selected, the document is stored in the specified folder.
Like the Main folder, a custom folder allows you to specify a previously stored user name and assign a file name when storing a job.
Passwords can be established for custom folders and for files saved in custom folders.

A maximum of 500 custom folders can be created on the hard drive.

Items convenient to store

When storing a job using "File" or "Scan to HDD", it is convenient to store the items below. These settings are not needed when storing a job using "Quick File".

User Name	This is necessary if you will be assigning a user name to stored files. User names are stored in "User List" in the system settings (administrator). A user name is also used as a search condition when searching for a file.
Custom Folder	The Main folder is initially available as a location for storing files by "File" and "Scan to HDD". When custom folders have been created using "Document Filing Control" in the system settings, a custom folder can be specified as a location for storing files. A password can also be established for a custom folder to restrict access to the folder.
My Folder	"My Folder" is specified using "User List" in the system settings (administrator). A previously created custom folder can be selected as "My Folder", or a new folder created as "My Folder". When "My Folder" has been configured and user authentication is used, "My Folder" will always be selected as the destination of "File" and "Scan to HDD".

- **System Settings: DOCUMENT FILING CONTROL (page 52)**
 This is used to create custom folders for document filing. A password can also be established for a custom folder.
- **System Settings (Administrator): User List**
 This is used to store a user name and specify a folder as "My Folder".

Approximate number of pages and files that can be stored by document filing

Combined total number of pages and total number of files that can be stored in main folders and in the custom folder

Example of data	Number of pages*1	Number of files
Black & white data (Text)  Size: 8-1/2" x 11" (A4)	Max. 45,000	Max. 3,000
Gray data (Text)  Size: 8-1/2" x 11" (A4)	Max. 8,000	
Gray data (Text and photo example)  Size: 8-1/2" x 11" (A4)	Max. 3,000	
Full color data*2 (Text and photo example)  Size: 8-1/2" x 11" (A4)	Max. 1,600	

Number of pages and number of files that can be stored in the Quick File folder

Example of data	Number of pages*1	Number of files
Black & white data (Text)  Size: 8-1/2" x 11" (A4)	Max. 14,000	Max. 1,000
Gray data (Text)  Size: 8-1/2" x 11" (A4)	Max. 2,500	
Gray data (Text and photo example)  Size: 8-1/2" x 11" (A4)	Max. 1,000	
Full color data*2 (Text and photo example)  Size: 8-1/2" x 11" (A4)	Max. 500	

*1 The indicated numbers are guidelines for the number of pages that can be stored when all pages are full color, and when all pages are black & white.

*2 To store a document in full color, the color expansion kit is necessary.

Copying in electrical sort mode uses the same memory area as the Quick File folder. For this reason, when too much data has been stored in the Quick File folder, it may not be possible to perform a large copy job using electrical sort mode. Delete unneeded files.

☞ DELETING A STORED FILE (page 43)

The examples of data above are examples to make the explanation easier to understand. The actual number of pages and number of files that can be stored will vary depending on the contents of the data.

Automatic deletion of files

You can have document filing data in specified folders automatically deleted at regular intervals by specifying the folders and the time. Periodic deletion of files stored in the machine helps to prevent the leaking of sensitive information and frees space on the hard drive.
Every day, every week, or every month can be selected for the deletion cycle, and a time can be set for each selection. For example, you can set file deletion to take place every week on Friday at 6:00 PM.
Automatic file deletion settings are configured in "Automatic Deletion of File Settings" in the system settings (administrator).

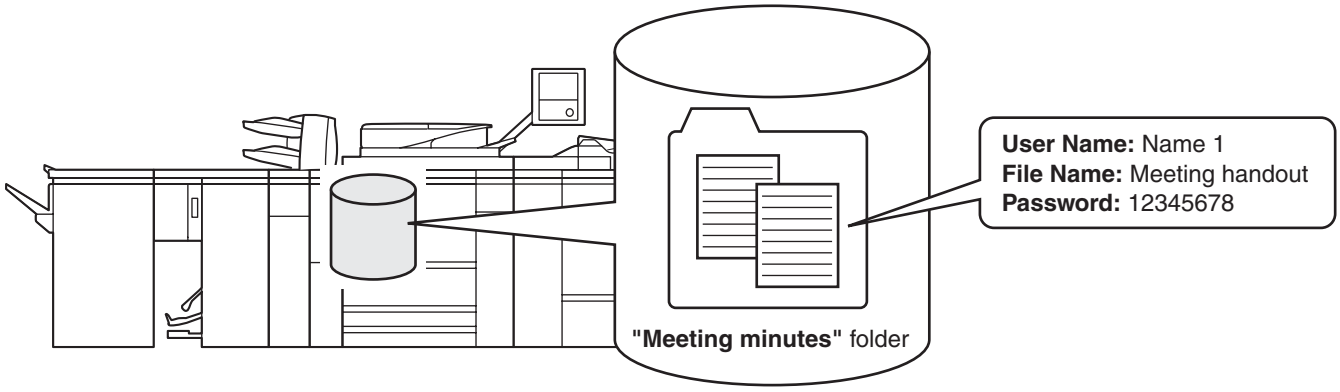
To check the settings, print the following list in the system settings.
To check information on the deletion cycle: Print the "Administrator Settings List" in the system settings (administrator).
To check information on the folders selected for file deletion: Print the "Document Filing Folder List" in the system settings.

When "Automatic Deletion of File Settings" is enabled in the system settings (administrator), all files in the specified folders will be deleted when the set time arrives. Take care not to store files that you wish to keep in folders specified for file deletion.

- **System Settings: Document Filing Folder List**
 This shows a list of the folder names for document filing.
 ☞ User's Guide
- **System Settings (Administrator): Automatic Deletion of File Settings**
 Configure settings for automatic deletion at regular intervals of files stored using the document filing function.
- **System Settings (Administrator): Administrator Settings List**
 Use this to print a list of the administrator settings, including document filing settings.

Files

When a file is saved using "File", the following information can be appended.



Saving a file with this information allows you to distinguish it from other files.

User name: Use this to specify the owner of the file. The user name must first be stored in "User List" in the system settings.
File Name: A file name can be entered.
Folder: Select which folder the file will be saved in.
Confidential: A password (5 to 8 digits) can be established to prevent others from using the file.

The above information cannot be specified when a file is saved with Quick File.

System Settings (Administrator): User List
This is used to store user names.

IMPORTANT POINTS WHEN USING DOCUMENT FILING

Note the following when using document filing:

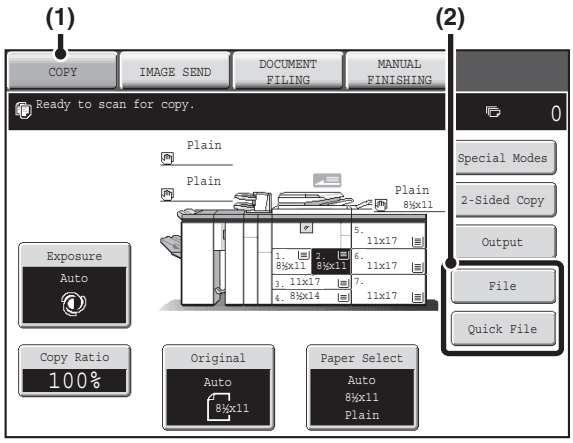
- Files saved using "Quick File" are assigned the "Sharing" property. "Sharing" files can be retrieved and printed or transmitted by anyone, and thus Quick File should not be used to save sensitive or confidential documents that you do not wish others to use.
- When saving a file with "File", use the "Confidential" property. A password can be set for a "Confidential" file to prevent the file from being used by other people. Take care to keep the password of a stored "Confidential" file secret.
- The property of a stored "Confidential" file can be changed to "Sharing" by "Property Change" when the file is used. Do not store sensitive documents or documents that you do not want to be used by others.
- Except in cases provided for by law, SHARP Corporation bears no responsibility for any damages that result from the leaking of sensitive information due to manipulation by a third party of any data saved using the Quick File function or File function, or incorrect operation of the Quick File function or File function by the operator that saves the data.

USING DOCUMENT FILING IN EACH MODE

In copy or image send mode, the original can be saved as a file on the hard drive at the same time it is copied or transmitted. In addition, Scan to HDD can be used to save the scanned data of an original to the hard drive without copying or transmitting the data.

Copy mode

The original is saved as an image file at the same time it is copied.



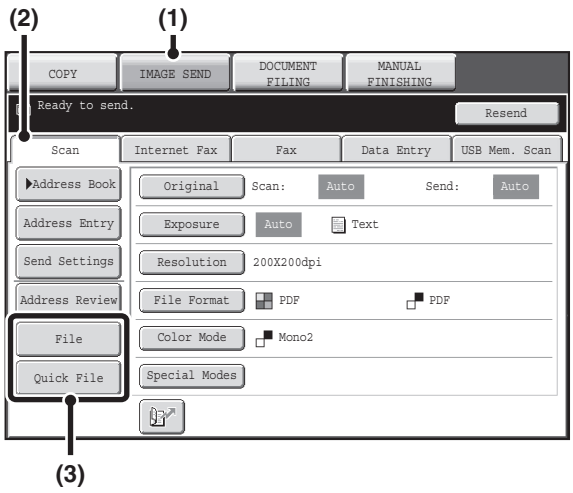
(1) Touch the [COPY] key.

(2) Touch the [File] key or the [Quick File] key.

Image Send mode

Example: Base screen of scan mode

The original is saved as an image file at the same time it is scanned and transmitted.



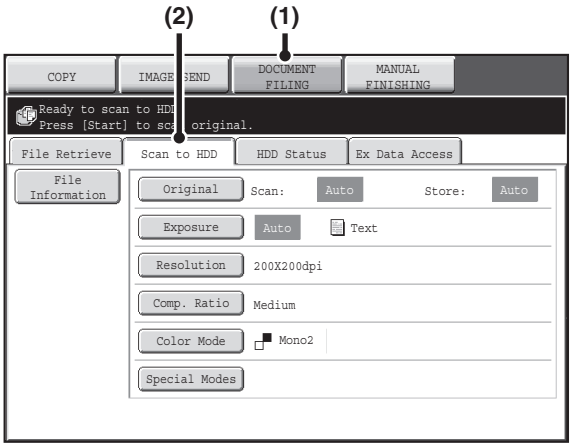
(1) Touch the [IMAGE SEND] key.

(2) Touch the [Scan] tab.

(3) Touch the [File] key or the [Quick File] key.

Scan to HDD mode

The scanned original is saved as an image file. Neither printing nor transmission are performed when Scan to HDD is used.



(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Scan to HDD] tab.

[File] key and [Quick File] key

The "File" key and/or "Quick File" key will not appear in the base screen of copy mode or image send mode if one or both of the keys has been changed to a different function using "Customize Key Setting" in the Web page menu. In this case, touch the [Special Modes] key in the base screen of either mode. Document filing can be performed by touching the [Quick File] key or [File] key in the special modes menu.

Using document filing in print mode

To use document filing in print mode, select document filing in the printer driver. For more information on using document filing in print mode, see "CONVENIENT PRINTER FUNCTIONS" in the Printer Guide.

Using document filing in PC-Fax/PC-I-Fax mode

To use document filing in PC-Fax or PC-I-Fax mode, select document filing settings in the PC-Fax driver. For more information, see Help in the PC-Fax driver.

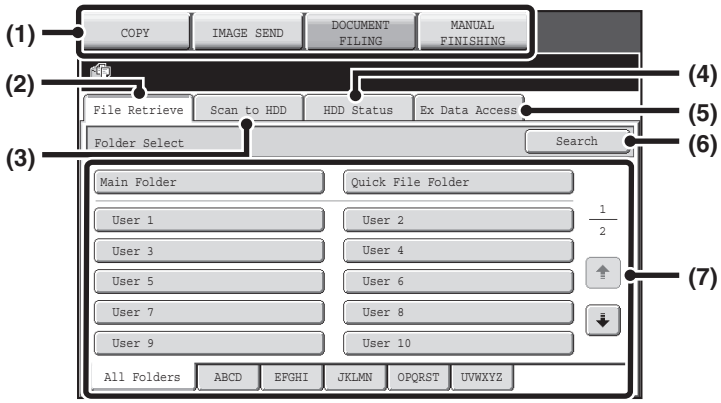
System Settings (Administrator): Customize Key Setting

Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

BASE SCREEN OF DOCUMENT FILING MODE

Touch the [DOCUMENT FILING] key in the touch panel to open the base screen of document filing mode. Files stored on the hard drive in the machine can be retrieved from this screen.
When user authentication is used and My Folder is configured, the file selection screen of My Folder will appear. If the user that logged in does not have My Folder configured, the folder selection screen will appear.

☞ FOLDER SELECTION SCREEN (page 29)
FILE SELECTION SCREEN (page 30)



To show an explanation page for a key on the screen, click the key.

(1) Mode switch keys

Use these keys to change modes.
To switch to document filing mode, touch the [DOCUMENT FILING] key.

(2) [File Retrieve] tab

Touch this tab to retrieve a file stored by document filing. The folder selection screen will appear.

☞ FOLDER SELECTION SCREEN (page 29)

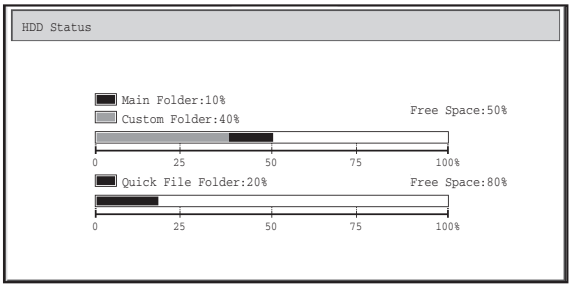
(3) [Scan to HDD] tab

Touch this key to select Scan to HDD. Neither printing nor transmission are performed.
The file will be stored in the Main folder or a custom folder.

☞ SAVING A DOCUMENT FILE ONLY (Scan to HDD) (page 22)

(4) [HDD Status] tab

Touch this key to check how much of the machine's hard drive is being used.
The amount used is shown as a percentage.



(5) [External Data Access] tab

This can be selected when an FTP server is stored or a USB memory device is connected to the machine.

☞ "DIRECTLY PRINTING FROM THE MACHINE" in the Printer Guide

(6) [Search] key

Touch this key to search for a file stored in a folder. You can search using the user name, file name, or folder name.

☞ SEARCHING FOR A STORED FILE (page 45)

(7) When retrieving a stored file, use this to select the folder where the file is stored.

☞ FOLDER SELECTION SCREEN (page 29)

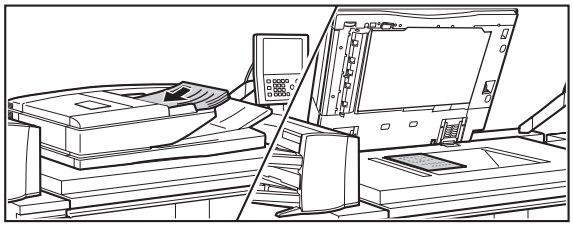
2 SAVING FILES WITH DOCUMENT FILING

This chapter explains how to save an original as an image file using the Quick File, File, and Scan to HDD functions of document filing mode.

SAVING A FILE WITH "Quick File"

When copying, printing or transmitting a document in copy mode, print mode, or image send mode (excluding USB memory scan mode), "Quick File" can be selected to save an image of the document to the Quick File folder.
The image can retrieved at a later time, allowing you to print or transmit the document without having to locate the original.
As an example, the procedure for storing a document in the Quick File folder while copying is explained below.

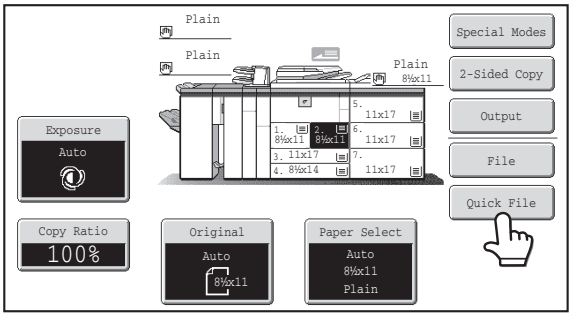
1



Place the original.

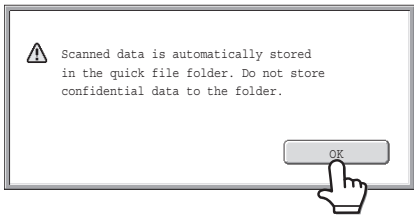
Place the original face up in the document feeder tray, or face down on the document glass.

2



Touch the [Quick File] key.

3



Touch the [OK] key.

You will return to the base screen of copy mode and the [Quick File] key will be highlighted.

To cancel Quick File...
Touch the [Quick File] key in the screen of step 2 so that it is not highlighted after you touch the [OK] key.

4 Select copy settings and then press the [START] key ().

- Copying begins and the scanned document image is saved to the hard drive.
 The selected copy settings are also saved.
- To prevent accidental saving of the document, the message "The scanned data is stored in the quick file folder." appears for 6 seconds (default setting) after the [START] key () is pressed.
 The message display time can be changed using "Message Time Setting" in the system settings (administrator).
- If you inserted the original pages in the document feeder tray, all pages are scanned.
- If you placed the original on the document glass, scan each page one page at a time.
 When scanning of one page finishes, replace it with the next page and press the [START] key ().
 Repeat until all pages have been scanned and then press the [Read-End] key.

To cancel scanning...
Press the [STOP] key ().

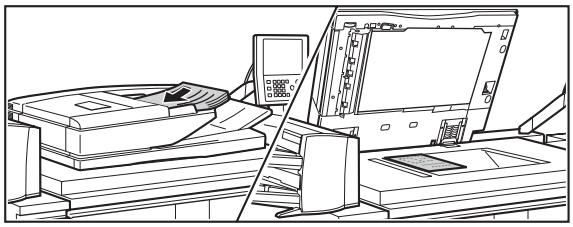
- When a file is stored using Quick File, the following user name and file name are automatically assigned to the file.
 User Name: User Unknown
 File Name: Mode_Month-Day-Year_Hour-Minute-Second
 (Example: Copy_04042010_112030AM)
 Stored to: Quick File Folder
 When user authentication is used, the user name that was used for login is automatically selected.
 Only the file name and location of a file stored in the Quick File Folder can be changed.
- The storage format used for Quick File is specified by "Default Storage Format Setting" in the system settings (administrator). "Default Storage Format Setting" is initially set to [Hi-Speed Print Mode].

To cancel Quick File...
Touch the [Quick File] key in the screen of step 2 so that it is no longer highlighted.

SAVING A FILE WITH "File"

When copying, printing or transmitting a document in copy mode, print mode, or image send mode (excluding USB memory scan mode), "File" can be selected to save an image of the document to the Main folder or a previously created custom folder. The image can retrieved at a later time, allowing you to print or transmit the document without having to locate the original.
As an example, the procedure for using "File" while copying is explained below.

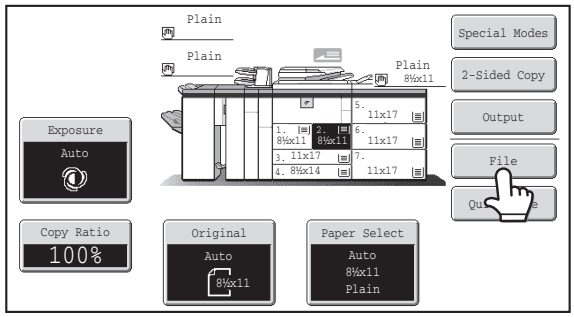
1



Place the original.

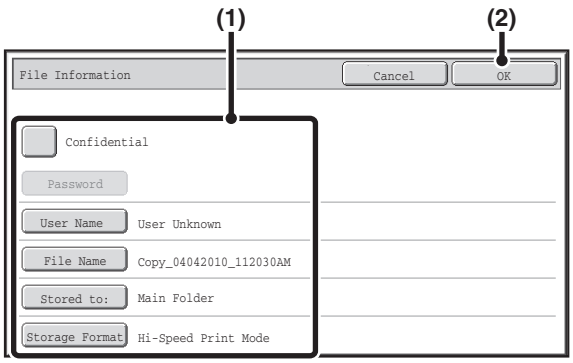
Place the original face up in the document feeder tray, or face down on the document glass.

2



Touch the [File] key.

3



Select the "File" settings.

(1) Select file information settings.

To select the user name, file name, folder, and confidential setting, see "FILE INFORMATION" (page 18).

- Specifying a user name: (page 18)
- Assigning a file name: (page 19)
- Specifying the folder: (page 19)
- Storing a file as a confidential file: (page 20)
- Set the file storage format: (page 21)

When the color expansion kit is installed, the [Storage Format] key does not appear.
After configuring the above settings, you will return to this screen. Go to the next step.
If you do not wish to assign a user name or other information to the file, go to the next step.

(2) Touch the [OK] key.

You will return to the base screen of copy mode and the [File] key will be highlighted.

4 Select copy settings and then press the [START] key ().

- Copying begins and the scanned document image is saved to the hard drive.
 The selected copy settings are also saved.
- For the procedure for placing the original, see step 4 of "SAVING A FILE WITH "Quick File"" (page 14).

To cancel scanning...
Press the [STOP] key ().

When a file is stored using File without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown
File Name: Mode_Month-Day-Year_Hour-Minute-Second
(Example: Copy_04042010_112030AM)
Stored to: Main Folder

When user authentication is used, the user name that was used for login is automatically selected.

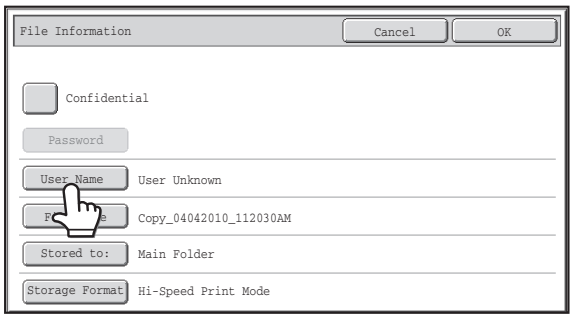
To cancel the File operation...
Touch the [Cancel] key in the screen of step 3.

FILE INFORMATION

This section explains the settings that are configured in step 3 of "SAVING A FILE WITH "File"" (page 16). Specifying a user name, file name, folder, and confidential setting makes it easier to manage and search for a file. In addition, when confidential is selected and a password is established, other people will not be able to view the file without permission.

Specifying a user name

1

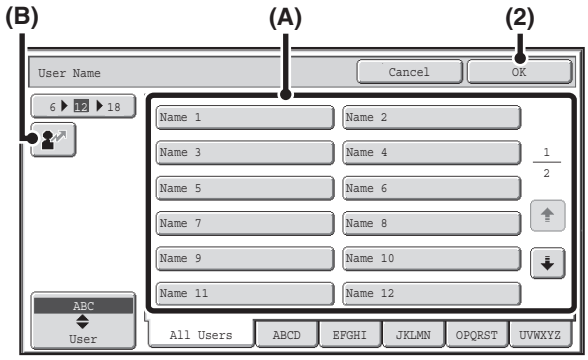


Touch the [User Name] key.

When user authentication is used, the user name that was used for login is automatically selected. In this case, this step is not needed.

The user name must be previously stored in "User List" in the system settings (administrator).

2



Touch the desired user name in the list of user names that is displayed.

(1) Select the user name.

There are two ways to select the user name:

(A) Touch the key of the user name.

The touched user name is highlighted.
If you accidentally select the wrong user name, touch the key of the correct name.

(B) Touch the key.

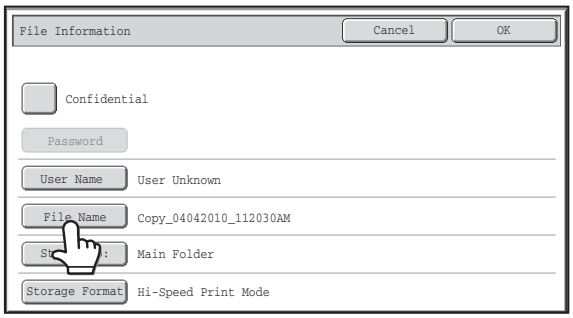
An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

(2) Touch the [OK] key.

The user name that you touched is selected and you return to the screen of step 1. The selected user name appears.

Assigning a file name

A file name can be assigned to the file.

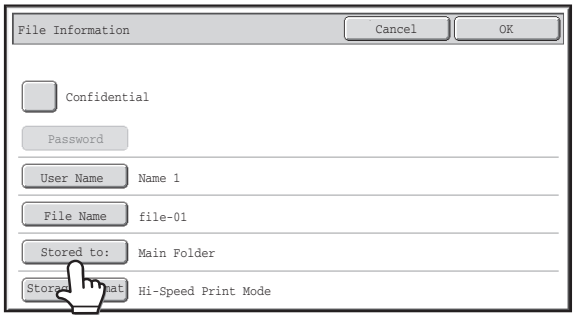


Touch the [File Name] key.

A text entry screen will appear. Enter the file name and touch the [OK] key.
A maximum of 30 characters can be entered.
For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

Specifying the folder

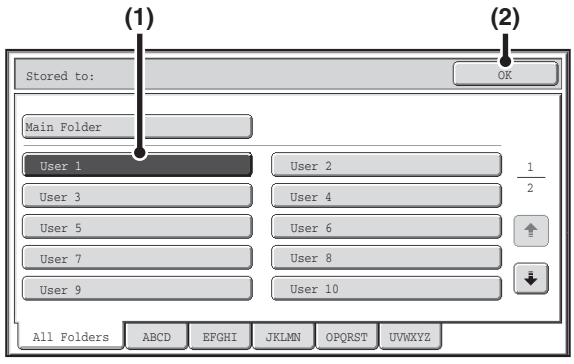
1



Touch the [Stored to:] key.

When user authentication is used, "My Folder" of the user that logged in is automatically selected. If the user that logged in does not have "My Folder" configured, the Main folder will appear.

2



Select the folder in which you want to store the file.

(1) Touch the key of the folder where you want to store the file.

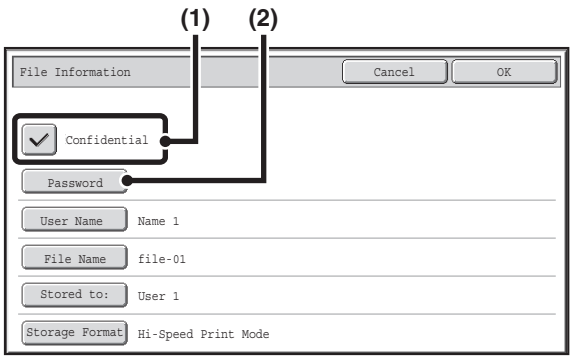
If a password has been set for the folder, a password entry screen appears. Enter the password of the touched folder with the numeric keys (5 to 8 digits) and touch the [OK] key.

(2) Touch the [OK] key.

Storing a file as a confidential file

A password can be set for the file to prevent others from viewing it. Set a password (5 to 8 digits) with the numeric keys.

1



Enable the confidential property.

(1) Select the [Confidential] checkbox so that a checkmark ☑ appears.

Confidential mode is enabled and a password can be entered.

(2) Touch the [Password] key.

2



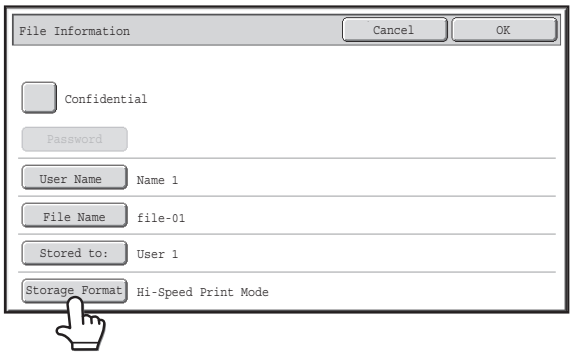
Enter a password (5 to 8 digits) with the numeric keys and touch the [OK] key.

As each digit is entered, "-" changes to "✳".

Set the file storage format

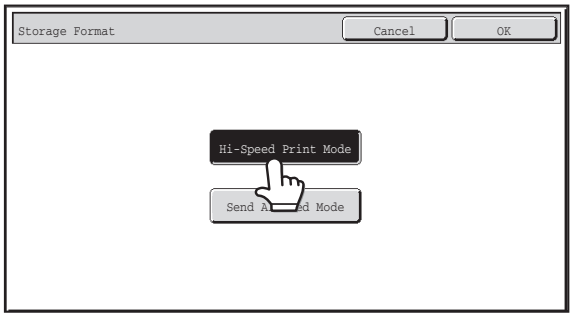
Set the format that is appropriate for the use of the file.

1



Touch the [Storage Format] key.

2



Touch the key of the desired storage format.

"Hi-Speed Print Mode" or "Send Allowed Mode" can be selected for the storage format.
Storing a file in "Hi-Speed Print Mode" allows it to be printed more quickly than "Send Allowed Mode", however, the file cannot be transmitted. If you will need to transmit the stored file later, store the file using "Send Allowed Mode".

When scanning a long size document, the storage format cannot be set to "Hi-Speed Print Mode".

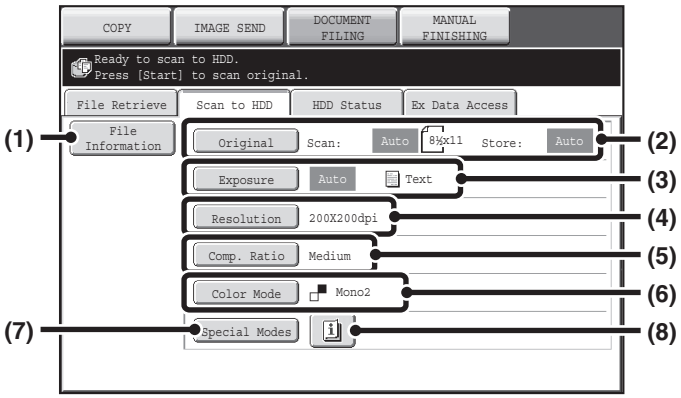
System Settings (Administrator): Default Storage Format Setting
This is used to change the default format for storing files (default storage format setting).
The default storage format setting is initially set to "Hi-Speed Print Mode", which gives priority to print speed.

SAVING A DOCUMENT FILE ONLY (Scan to HDD)

Scan to HDD is used to store a scanned document in the Main folder or a custom folder. Neither printing nor transmission are performed.

"Scan to HDD" SCREEN

The following screen appears when the [Scan to HDD] tab is touched in document filing mode. Touch the keys below to select Scan to HDD settings.
The current setting of each key appears to the right of the key.



(1) [File Information] key

Information can be appended to a file stored by Scan to HDD. The settings are configured in the same way as file information for "File".

☞ FILE INFORMATION (page 18)

(2) [Original] key

Touch this key to set the scanning size, storing size and orientation of the original, and select 2-sided scanning settings.

☞ [Original] key (page 23)

(3) [Exposure] key

Touch this key to select the exposure for scanning.

☞ [Exposure] key (page 23)

(4) [Resolution] key*

Use this to select the resolution that will be used when the file is transmitted.

(5) [Comp. Ratio] key* (when the color expansion kit is installed)

Use this to set the compression ratio for transmission of the file.
If the color expansion kit is not installed, this key will not appear.

(6) [Color Mode] key (when the color expansion kit is installed)

Use this key to select the color mode when storing a document.
If the color expansion kit is not installed, this key will not appear.

☞ [Color Mode] key (page 24)

(7) [Special Modes] key

Use this key to select special modes for Scan to HDD.

☞ Special modes screen for Scan to HDD (page 25)

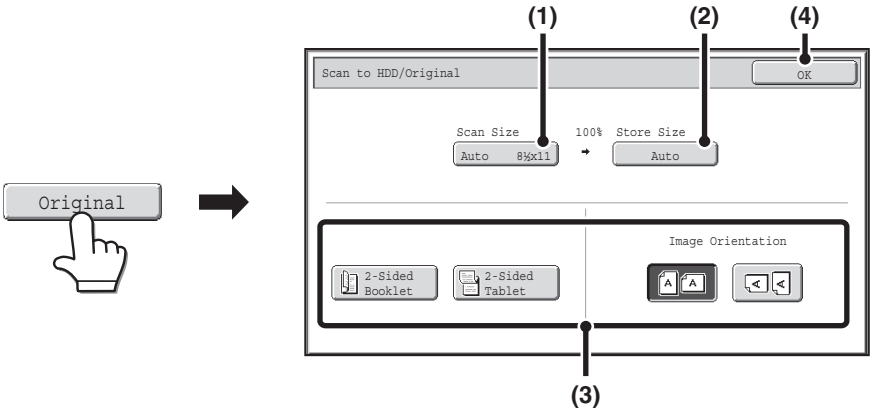
(8) key

This key appears when a special mode or 2-sided scanning is selected. Touch the key to display the selected special modes.

* This specifies a default setting for transmission of a stored file. It is not a setting that affects the stored file itself.

[Original] key

When the [Original] key is touched, the following screen appears. This screen is used to change the original size and select scanning settings for 2-sided originals.



(1) Touch the [Scan Size] key.

If the original is a non-standard size that cannot be detected by auto original size detection, touch the [Scan Size] key and specify the original size.
When scanning a long size document, the storage format cannot be set to "Hi-Speed Print Mode".

(2) Touch the [Store Size] key.

If you wish to store the file at a different size than the original size, touch the [Store Size] key and change the store size.

(3) Touch the appropriate orientation key.

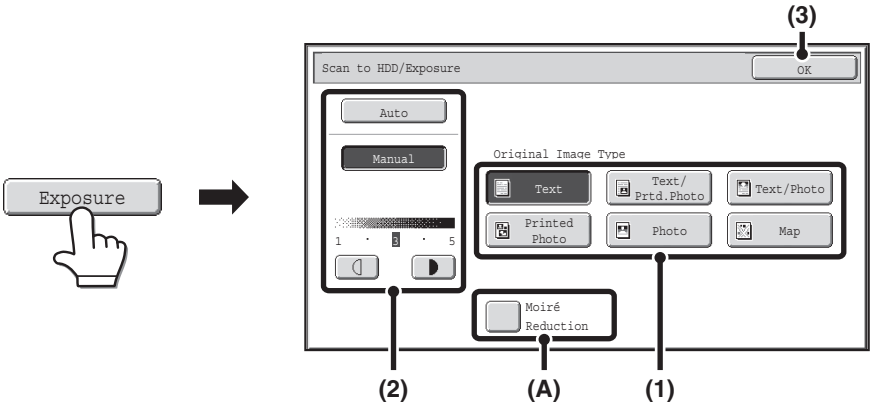
If the top edge of the original is up, touch the key. If the top edge of the original is to the left, touch the key.
If the original is a 2-sided original, touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original type.

(4) Touch the [OK] key.

The settings are stored and you return to the Scan to HDD screen.

[Exposure] key

To adjust the exposure, touch the [Exposure] key.
Select an appropriate exposure mode for the original and touch the or key to adjust the exposure level.
When finished, touch the [OK] key.



(1) Select the appropriate original type for the original to be scanned.

When the exposure is set to [Auto], the exposure modes [Printed Photo], [Photo], and [Map] do not appear.
If the color expansion kit is not installed, the original image type key will not appear.

(2) Select [Auto] or [Manual].

If you selected [Manual], touch the or key to adjust the exposure. (For a darker image, touch the key. For a lighter image, touch the key.)
When the exposure is set to [Auto], the keys cannot be used.

(A): Moirè Reduction

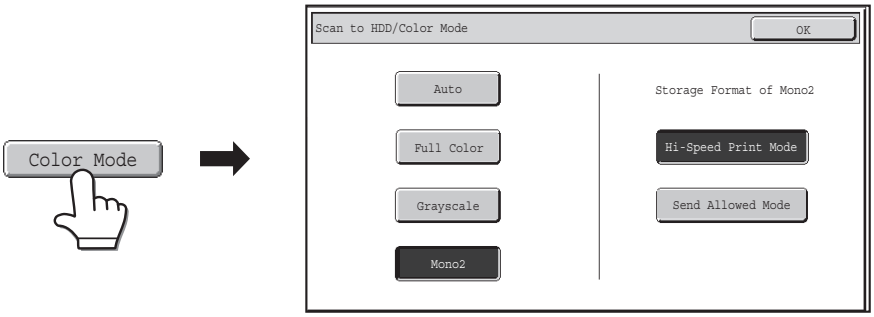
To reduce the moirè effect when scanning printed matter, touch the [Moirè Reduction] checkbox so that a checkmark appears.

(3) Touch the [OK] key.

The settings are stored and you return to the Scan to HDD screen.

[Color Mode] key

Touch the [Color Mode] key to open the color mode setting screen for Scan to HDD.



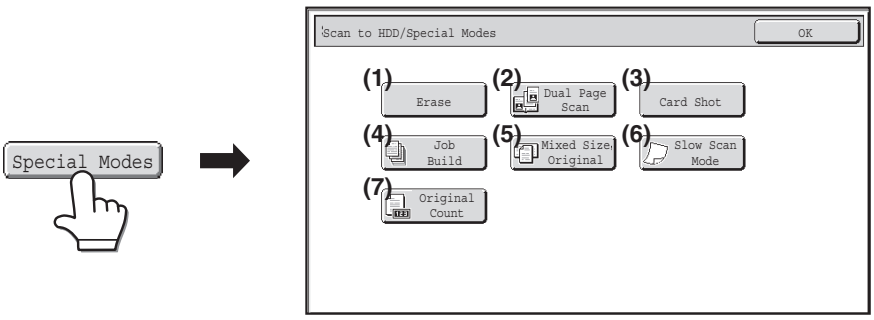
The following settings can be selected for the scanning color when the [START] key () is pressed.

Mode	Scanning method
Auto	The machine detects whether the original is color or black and white and automatically selects full color or black and white (grayscale) scanning.
Full Color	The original is scanned in full color. This mode is best for full color originals such as catalogues. Even when the original is black and white, it is scanned as a full color original.
Grayscale	The colors in the original are scanned in black and white as shades of gray (grayscale).
Mono2	Colors in the original are scanned as black or white. This mode is best for text-only originals. When [Mono2] is selected, you must also set the file storage format. Hi-Speed Print Mode: This storage format is used for high-speed printing. A file stored in this format cannot be transmitted. When scanning a long size document, the storage format cannot be set to "Hi-Speed Print Mode". Send Allowed Mode: Use this mode for files that will be transmitted.

When you have finished selecting the mode, touch the [OK] key.

Special modes screen for Scan to HDD

When the [Special Modes] key is touched, the following screen appears. For more information on each setting, see "4. SPECIAL MODES" in the Image Send Guide.



(1) [Erase] key

The erase function is used to erase shadow lines on images produced when scanning thick originals or books on the document glass.

(2) [Dual Page Scan] key

The left and right sides of an original can be scanned as two separate pages. This function is useful when you wish to successively scan each page of a book or other bound document.

(3) [Card Shot] key

This function lets you store the front and reverse sides of a card as a single file.

(4) [Job Build] key

This function lets you separate a many-page original into sets, scan each set using the automatic document feeder, and store all pages as a single file. Use this function when there are more original pages than can be placed at once in the auto document feeder.

(5) [Mixed Size Original] key

This feature lets you scan originals of different sizes at the same time; for example, 8-1/2" x 14" (B4) size originals mixed together with 11" x 17" (A3) size originals. When scanning the originals, the machine automatically detects the size of each original. Originals of mixed widths and sizes can be scanned (11" x 17" and 8-1/2" x 14", 11" x 17" and 8-1/2" x 13", 11" x 17" and 5-1/2" x 8-1/2" (A3 and B4, A3 and B5, A4 and B4, A4 and B5, B4 and A4R, B4 and A5, B5 and A4R, B5 and A5)).

(6) [Slow Scan Mode] key

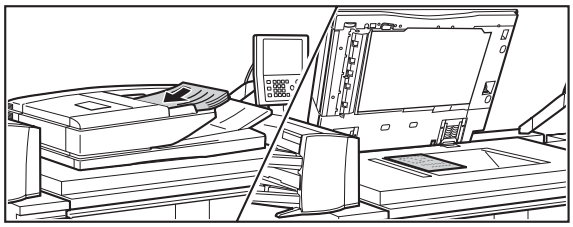
Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.

(7) [Original Count] key

When using the automatic document feeder to scan an original, you can check whether or not the correct number of pages were scanned before storing the document.

PERFORMING "Scan to HDD"

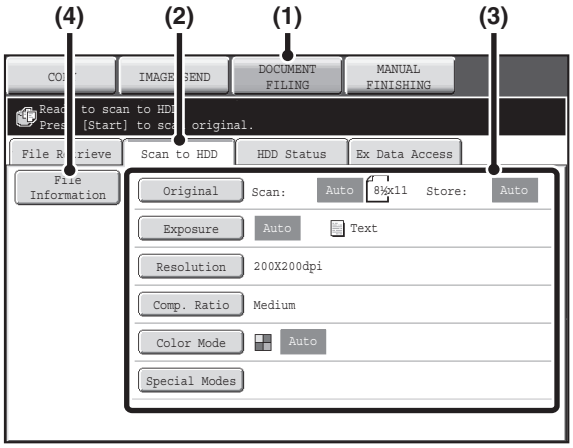
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2



Switch to document filing mode and select Scan to HDD settings.

(1) Touch the [DOCUMENT FILING] key.

(2) Touch the [Scan to HDD] tab.

If you do not wish to select settings, go to the next step.

(3) Select the original size, exposure, resolution, compression ratio, color mode, and special modes.

See ""Scan to HDD" SCREEN" (page 22).

(4) Touch the [File Information] key.

The settings are the same as for "File". See "FILE INFORMATION" (page 18). When the color expansion kit is installed, the [Storage Format] key does not appear in the file information of Scan to HDD.

If the original is 2-sided, be sure to touch the [Original] key and then touch the [2-Sided Booklet] key or the [2-Sided Tablet] key as appropriate for the original.

3

Press the [START] key ().

Scanning begins.
For the procedure for placing the original, see step 4 of "SAVING A FILE WITH "Quick File"" (page 14).
A beep will sound to indicate that Scan to HDD is completed.

To cancel scanning...
Press the [STOP] key ().

When Scan to HDD is performed without appending file information, the following user name and file name are automatically assigned to the file.

User Name: User Unknown
File Name: Mode_Month-Day-Year_Hour-Minute-Second
(Example: HDD_04042010_112030AM)
Stored to: Main Folder

When user authentication is used, the user name that was used for login is automatically selected.

3 USING STORED FILES

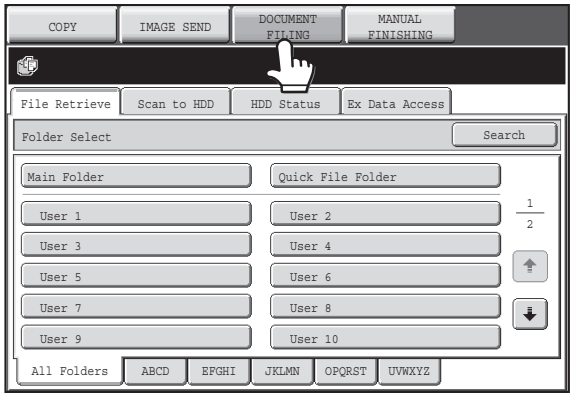
This chapter explains how to retrieve a file stored by document filing and print or transmit the file.

SEQUENCE FOR USING A STORED FILE

This section explains the basic procedure for retrieving and using a stored file. The screens and procedures differ depending on whether or not user authentication is enabled.
See the sequence that applies to your situation.
For information on user authentication procedures, see "USER AUTHENTICATION" in the User's Guide. For information on enabling user authentication and storing user names, see "User Control" in the Administrator's Guide.

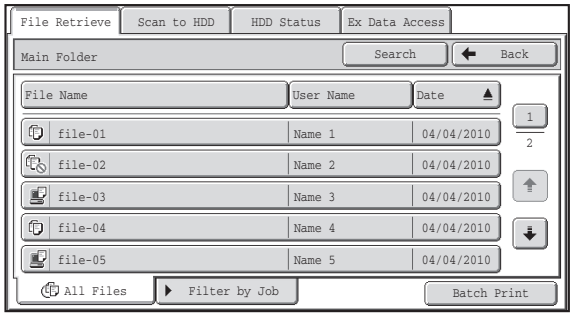
Files stored by document filing can also be retrieved and used from the Web pages. Click [Document Operations] and then [Document Filing] in the Web page menu, and select the folder that contains the file you wish to use.
You can also show a preview of a stored file in the Web pages.

Change the mode.



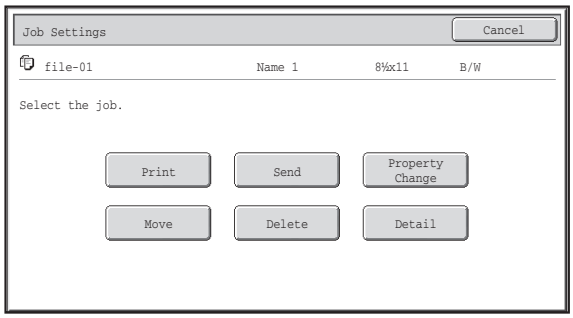
Switch to document filing mode.
☞ BASE SCREEN OF DOCUMENT FILING MODE (page 13)

Select the file that you wish to retrieve.



- Select the folder in the folder selection screen. When the folder is selected, the files in the folder will appear. Select the file that you wish to retrieve.
 ☞ FILE SELECTION SCREEN (page 30)
 SELECTING A FILE (page 31)
- The search function can be used to retrieve a file.
 ☞ SEARCHING FOR A STORED FILE (page 45)

Select the operation.



Select the desired operation and configure settings.
☞ JOB SETTINGS SCREEN (page 32)
PRINTING A STORED FILE (page 33)
SENDING A STORED FILE (page 37)
PROPERTIES OF STORED FILES (page 39)
MOVING A STORED FILE (page 41)
DELETING A STORED FILE (page 43)

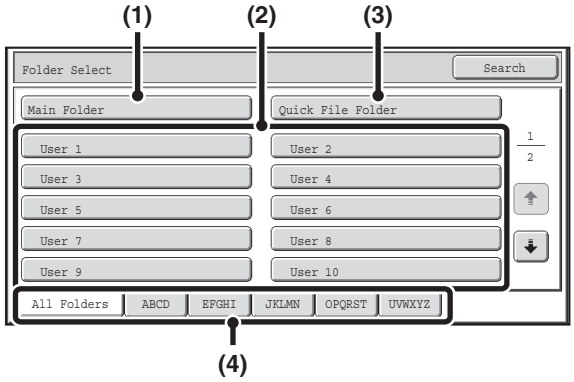
FOLDER AND FILE SELECTION SCREENS

To use a file stored by document filing, the folder and file must be selected. The folder selection screen and file selection screen are explained below.

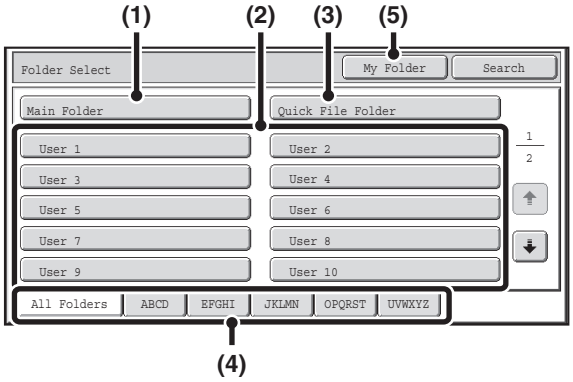
FOLDER SELECTION SCREEN

Two different screens appear depending on whether or not user authentication is enabled on the machine.

When user authentication is not enabled



When user authentication is enabled



(1) [Main Folder] key

Touch this key to retrieve a file from the Main folder. The files in the Main folder will appear.

(2) Custom folder keys

The custom folders that have been created using "Document Filing Control" in the system settings are displayed. Touch a key to display the files in that folder. If a password has been set for a custom folder, a password entry screen will appear when the folder is touched. The password must be entered.

(3) [Quick File Folder] key

Touch this key to retrieve a file from the Quick File folder. The files in the Quick File folder will appear.

☞ SAVING A FILE WITH "Quick File" (page 14)

(4) Index tabs

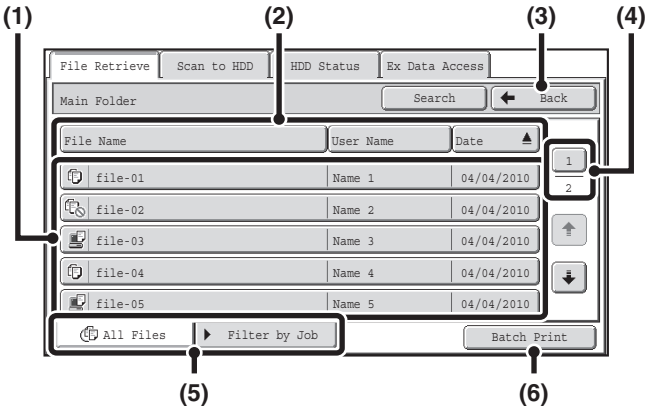
All folders appear on the [All Folders] tab.
Touch a tab to display the custom folders whose initials (set in "Document Filing Control" in the system settings) match the letters on the tab.

(5) [My Folder] key

This key appears when user authentication is enabled. Touch the key to display the file selection screen of "My Folder".

FILE SELECTION SCREEN

The file selection screen of the Quick File folder, Main folder, and custom folders is explained below.



(1) File keys

The stored files are displayed. An icon showing which mode the file was stored from, the file name, the user name, and the date the file was stored appear in each file key.

When a file is touched, the job setting screen appears.

For the bar icons, see "SYSTEM BAR" in the User's Guide.

(2) [File Name] key, [User Name] key, [Date] key

Use these keys to change the order of display of the file keys. When one of the keys is touched, ▲ or ▼ appears in the key.

- When ▲ appears in the [File Name] key or [User Name] key, the files appear by file name or user name in ascending order.
 When ▲ appears in the [Date] key, the files appear in order from the oldest date.
- When ▼ appears in the [File Name] key or [User Name] key, the files appear by file name or user name in descending order.
 When ▼ appears in the [Date] key, the files appear in order from the most recent date.

(3) [Back] key

Touch this key to return to the base screen of document filing mode.

☞ FOLDER SELECTION SCREEN (page 29)

(4) Page key

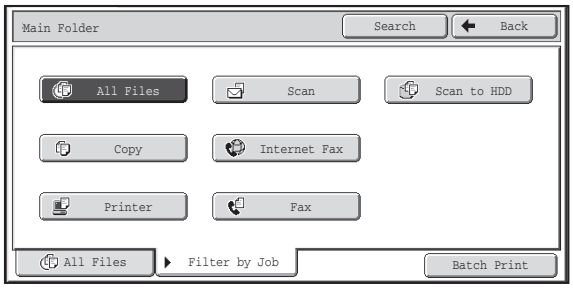
When multiple pages exist, use this key to enter the number of a page that you want to display. When the key is touched, a page number entry screen appears. Enter the desired page number (3 digits) with the numeric keys. For example, to display page 3, enter "003".

(5) Select displayed files by job type.

You can select the file keys that are displayed by job type.

The currently selected job type appears in the left tab. [All Files] is initially selected.

Touch the [Filter by Job] tab on the right to open the following screen.



Touch a mode key to show a list of the files that were stored from that mode.

(6) [Batch Print] key

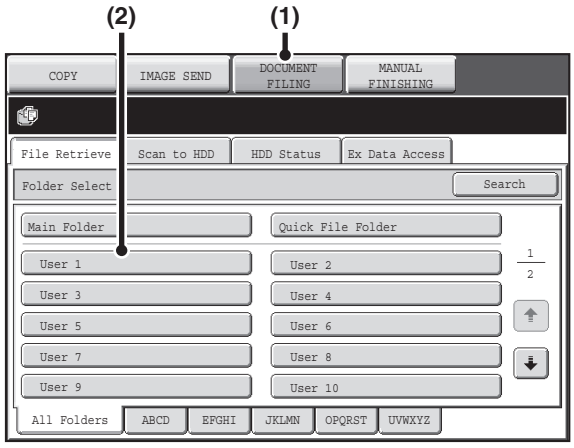
Touch this key to print all files in a folder.

☞ BATCH PRINTING (page 35)

SELECTING A FILE

This section explains how to select a file to be used.

1



Select the folder that contains the file you wish to use.

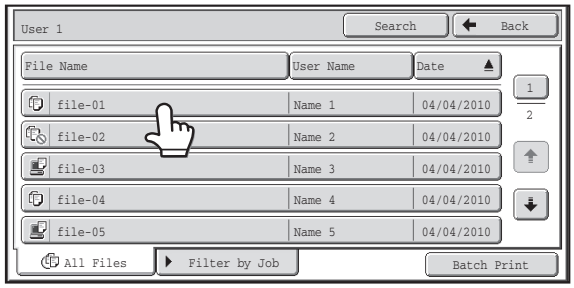
(1) Touch the [DOCUMENT FILING] key.

The folder selection screen will appear. If a different tab appears, touch the [File Retrieve] tab.
When user authentication is enabled and "My Folder" is configured in "User List" in the system settings, the custom folder specified as "My Folder" opens. To display the folder selection screen, touch the [Back] key.

(2) Touch the key of the folder that contains the desired file.

If a password is set for the selected folder, a password entry screen will appear.
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

2



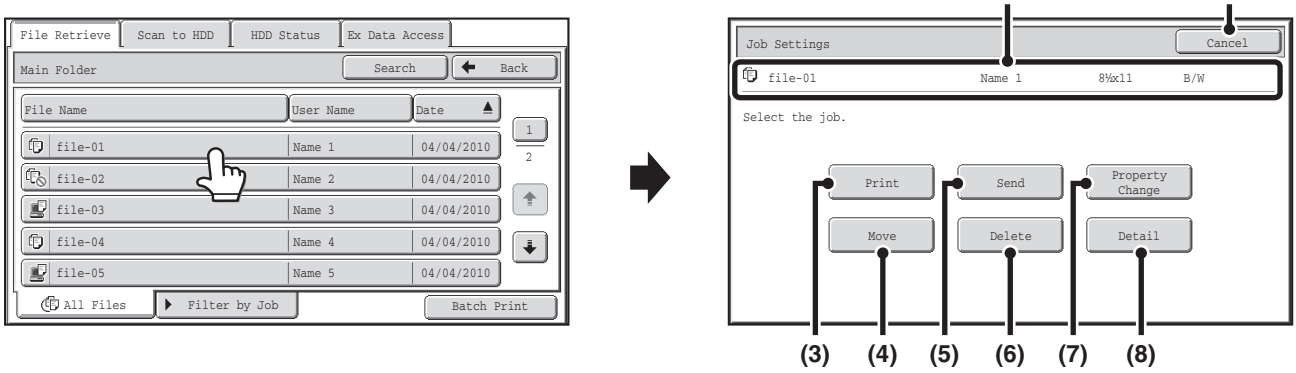
Touch the key of the desired file.

If a password is set for the selected file, a password entry screen will appear.
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

- The [Filter by Job] tab can be touched to show the mode keys (copy mode, scan mode, etc.). Touch a mode key to show a list of the files that were stored from that mode.
 When you know the mode from which a file was stored, touching the [Filter by Job] tab lets you find the file quickly.
- You can touch the [File Name] key, the [User Name] key, or the [Date] key to change the order of display of the files.
- To print all files in the folder, touch the [Batch Print] key.
 ☞ BATCH PRINTING (page 35)

JOB SETTINGS SCREEN

When a file key is touched, the following screen appears. Touch the key of the operation that you wish to perform and select settings.



(1) File display

This shows information on the currently selected file (job icon, file name, user name, store size, and color mode).

(2) [Cancel] key

Touch this key to cancel the operation and return to the file selection screen.

(3) [Print] key

Touch this key to print the selected file.

☞ PRINTING A STORED FILE (page 33)

(4) [Move] key

Use this procedure to change the location of a file (move a file to a different folder).

☞ MOVING A STORED FILE (page 41)

(5) [Send] key

A stored file can be sent by fax, Internet fax, or scan transmission.

☞ SENDING A STORED FILE (page 37)

(6) [Delete] key

Touch this key to delete a file that is no longer needed.

☞ DELETING A STORED FILE (page 43)

(7) [Property Change] key

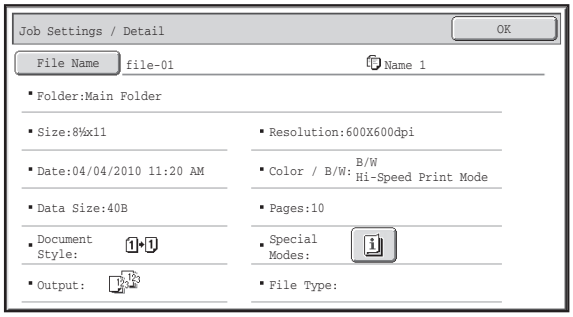
Use this key to change the property ("Sharing", "Protect", or "Confidential") of a stored file.

☞ PROPERTIES OF STORED FILES (page 39)

(8) [Detail] key

Touch this key to show detailed information on the selected file.

When this key is touched, the following screen appears.



If you wish to change the file name, touch the [File Name] key in this screen.

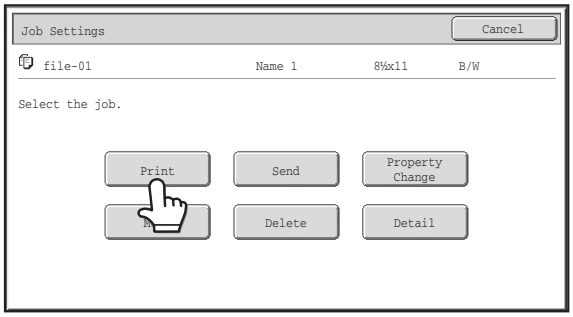
A text entry screen will appear. Enter the desired file name. For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.

The [i] key appears when a special mode is selected. Touch the [i] key to display the special mode selection confirmation screen.

PRINTING A STORED FILE

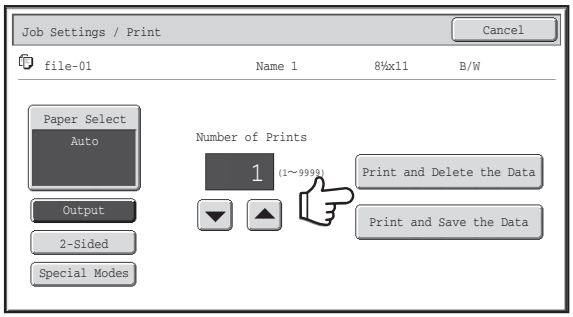
A file stored using document filing can be retrieved and printed when needed. The settings used when the file was stored are also stored, and thus the file can be printed again using those settings. The file can also be modified before printing by changing the print settings.
After selecting the desired file, follow the steps below.
☞ SELECTING A FILE (page 31)

1



Touch the [Print] key.

2

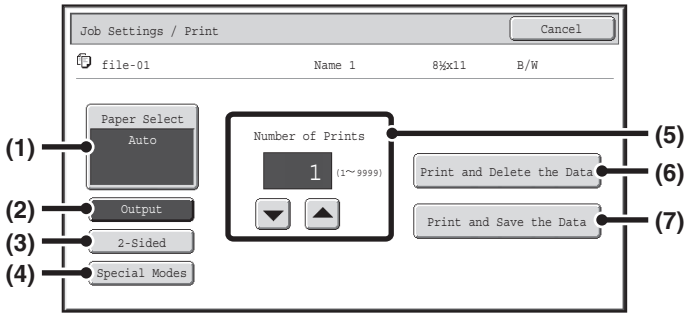


Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.

If the [Print and Delete the Data] key is touched, the files will be automatically deleted after printing.
If the [Print and Save the Data] key is touched, the files will be saved after printing.
Output settings, 2-sided printing, special modes, the number of copies, and other settings can be selected. For more information, see "PRINT SETTINGS SCREEN" (page 34).

- When a long size document is stored from Scan to HDD or scan mode, the file cannot be printed. A file stored from scan mode that included fax mode or Internet fax mode destinations in a broadcast transmission can be printed.
- If print settings are changed when a stored file is printed, the only changed setting that can be stored is the number of copies.
- The printing speed may be somewhat slow depending on the resolution and exposure mode settings of the stored file.

PRINT SETTINGS SCREEN



(1) [Paper Select] key

Use this key to set the paper size.

(2) [Output] key

Use this key to select Sort, Group or Staple Sort, and to select the output tray.

(3) [2-Sided] key

Use this key to select the orientation of the image on the reverse side of the paper for 2-sided printing. To have the front and back images oriented in the same direction, touch the [2-Sided Booklet] key. To have the front and back images oriented opposite to each other, touch the [2-Sided Tablet] key. Note that the size and orientation of the saved image may cause these keys to have the opposite effect. If neither of these keys is selected (neither is highlighted), 1-sided printing will take place.

(4) [Special Modes] key

Touch this key to select "Margin Shift", "Pamphlet Copy", "Multi Shot", "Tandem Print", "Stamp", or "Reverse Order".*

* The following special modes cannot be selected for files stored using the "Hi-Speed Print Mode" format. Pamphlet Copy, Multi Shot, Stamp

(5) key

Use these keys to set the number of copies. The number of copies can also be set with the numeric keys.

(6) [Print and Delete the Data] key

Printing begins when this key is touched. When printing is finished, the file will be automatically deleted.

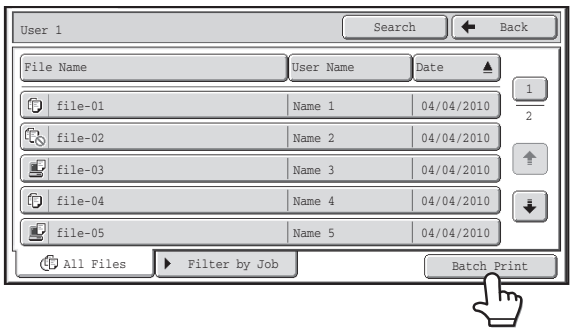
(7) [Print and Save the Data] key

Printing begins when this key is touched. The file will not be deleted after printing.

BATCH PRINTING

All files in a folder that have the same user name and password can be printed at once.

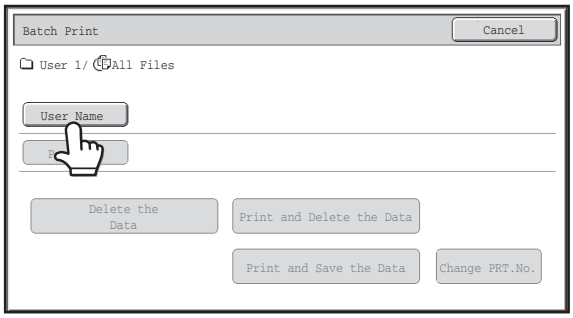
1



Touch the [Batch Print] key.

To batch print only the files of a certain job type, touch the [Filter by Job] tab to change the displayed files, and touch the [Batch Print] key.

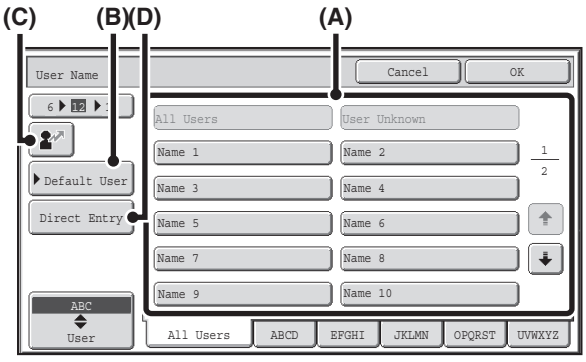
2



Touch the [User Name] key.

When user authentication is used, the user name that was used for login is automatically selected.

3



Select the user name.

There are four ways to select the user name:

(A) Touch the key of the user name.

The touched user name is highlighted.
If you accidentally select the wrong user name, touch the key of the correct name.

(B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

(C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

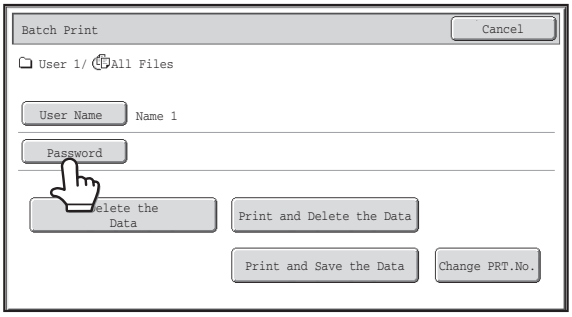
(D) Touch the [Direct Entry] key.

A text entry screen appears. Directly enter the user name. To enter text, see "7. ENTERING TEXT" in the User's Guide.

After selecting the user name, touch the [OK] key.

When [Selection of [All Users] is not allowed.] checkbox and [Selection of [User Unknown] is not allowed.] checkbox are disabled in the system settings (administrator), the [All Users] key and [User Unknown] key can be selected.
The [All Users] key can be touched to select all files in the folder (the files of all users).
The [User Unknown] key can be touched to select all files in the folder that do not have a user name.

4

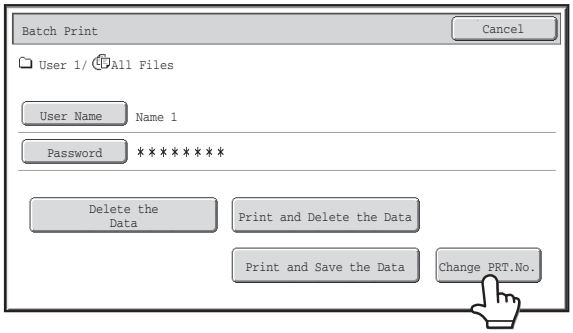


If a password has been established, touch the [Password] key.

Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key. Only files that have the same password will be selected.

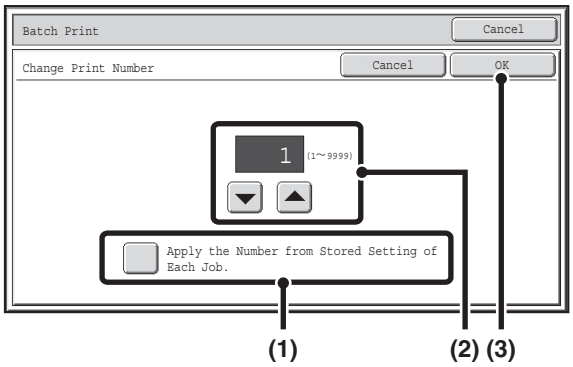
If you do not wish to enter a password, go to the next step.

5



To set the number of copies, touch the [Change PRT.No.] key.

If you wish to use the number of copies stored with each file, go to step 6.



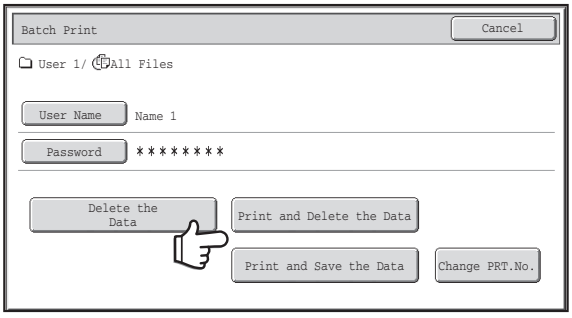
(1) Touch the [Apply the Number from Stored Setting of Each Job] checkbox so that it is not selected ().

(2) Set the number of copies with the keys.

The number of copies can be also set with the numeric keys.

(3) Touch the [OK] key.

6



Touch the [Print and Delete the Data] key or the [Print and Save the Data] key.

If the [Print and Delete the Data] key is touched, the files will be automatically deleted after printing.

If the [Print and Save the Data] key is touched, the files will be saved after printing.

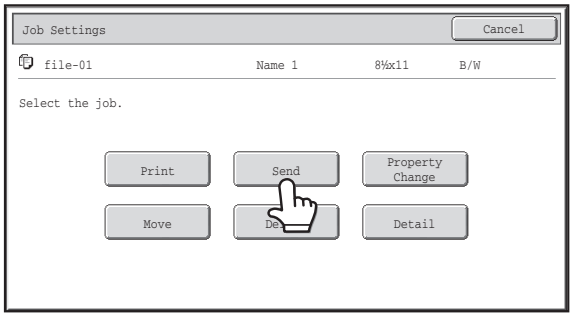
If there are no files that match the search conditions, you will return to the file list screen.

All files that match the current search conditions can be deleted by touching the [Delete the Data] key.

SENDING A STORED FILE

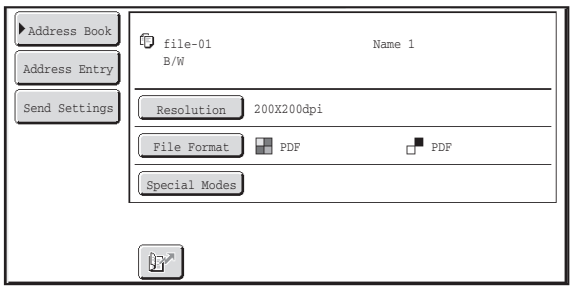
A file stored by document filing can be retrieved and transmitted whenever needed. The settings used when the file was stored are also stored, and thus the file can be transmitted using those settings. If needed, you can also change the transmission settings to modify the retrieved file.
After selecting the desired file, follow the steps below.
☞ SELECTING A FILE (page 31)

1



Touch the [Send] key.

2



Select transmission settings.

For information on the settings, see "SEND SETTINGS SCREEN" (page 38).

3

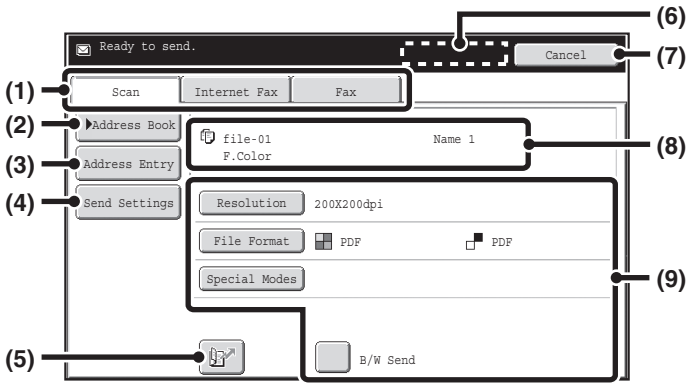
Press the [START] key ().

- A file saved in black and white or grayscale cannot be transmitted in color.
- Print files and files for which the storage format is "Hi-Speed Print Mode" cannot be transmitted. Check the storage format in the [Detail] screen.
- These transmission methods require installation of the corresponding options.
- If any of the following special modes were included in the saved file, the file cannot be transmitted.
 "Pamphlet Copy", "Covers/Inserts", "Photo Repeat", "Multi-Page Enlargement", "Multi Shot" for copying.
- If any of the following special modes were included in the saved file, the file can be transmitted but the special modes will not be executed.
 "Margin Shift", "Transparency Inserts", "Book Copy", "Tab Copy", "Stamp", "Centering"
- Depending on the reduction or enlargement ratio used when storing a file, it may not be possible to send the stored file using a selected resolution setting. In this event, try changing the resolution.
 However, when sending a stored file by Internet fax, transmission may not be possible even if the resolution is changed.

SEND SETTINGS SCREEN

The keys that appear in the send settings are explained below. For more information on each of the settings, see "BASE SCREEN" in the Image Send Guide.

Example of scan mode



(1) Send mode tabs

Touch the appropriate tab to select fax mode, scan mode, or Internet fax mode.

(2) [Address Book] key

Touch this key to display the destinations stored in the address book.

(3) [Address Entry] key or [Sub Address] key

Use this key to directly enter an address when sending a file in scan mode or Internet Fax mode.
In fax mode this appears as the "Sub Address" key. Use this key to enter a sub-address and password for F-code communication.

(4) [Send Settings] key

This key appears in scan mode and Internet fax mode. Touch the key to enter a subject and a file name when performing a transmission. In scan mode, a sender can also be specified.

(5) key

The 3-digit search number that was assigned to a one-touch key or group key when the key was stored can be entered to specify a destination.

(6) [Next Address] key

This key appears when at least one address has been entered. Use this key when you are sending a file to multiple destinations.

(7) [Cancel] key

This returns you to the job settings screen.

(8) File name / User name display

This shows the icon of the file to be sent, the file name, the user name, and the color mode (color/black & white).

(9) Any of these keys can be touched to change the corresponding settings of the file to be sent. The settings that can be selected vary by mode.

- **Scan mode**

 [Resolution] key
 Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.
 [File Format] key
 This lets you select the file type and compression ratio.
 [Special Modes] key
 This displays the [Timer] key.
 [B/W Send] checkbox
 Select this checkbox to send a full color file in black and white.
 If the color expansion kit is not installed, or if a black & white file is being sent, this checkbox will not appear.
- **Internet fax mode**

 [Resolution] key
 Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.
 [File Format] key
 Use this to select the file type and compression ratio.
 [Special Modes] key
 This displays the [Timer] and [Transaction Report] keys.
- **Fax mode**

 [Resolution] key
 Use this to select the resolution. A resolution setting higher than the resolution at which the file was stored cannot be selected.
 [Special Modes] key
 This displays the [Timer], [Own Name Select], and [Transaction Report] keys.

PROPERTIES OF STORED FILES

FILE PROPERTIES

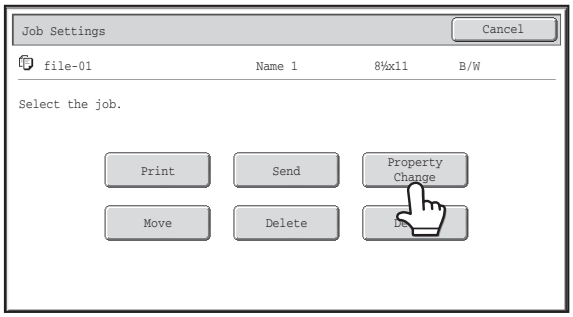
A protect setting can be selected for files saved with the document filing function. This prevents a file from being moved, or automatically or manually deleted.
Three properties are available for saved files: [Sharing], [Protect], and [Confidential]. When saved with the [Sharing] property, a file is not protected. When saved with the [Protect] or [Confidential] property, a file is protected.
Files saved to the Quick File folder are all saved as [Sharing] files. When a file is saved to the Main folder or a custom folder, [Sharing] or [Confidential] can be selected.

Sharing	A [Sharing] file can be changed to [Protect] or [Confidential] using [Property Change] in the Job Settings.
Protect	"Protect" prevents a file from being moved or deleted. A password cannot be established. The icon appears with the mode icon in the file key of a protected file.
Confidential	To protect a "Confidential" file, a password is set. (The password must be entered to retrieve the file.) The icon appears with the mode icon in the file key of a confidential file.

CHANGING THE PROPERTY

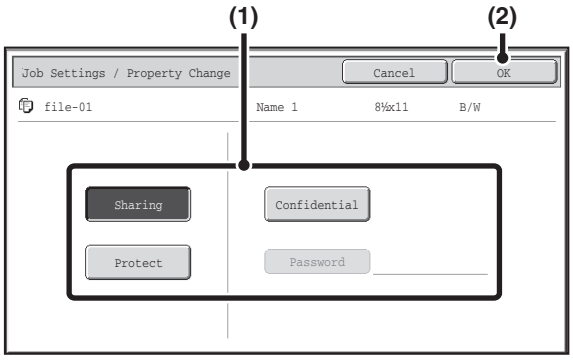
After selecting the desired file, follow the steps below.
☞ SELECTING A FILE (page 31)

1



Touch the [Property Change] key.

2



Select the property.

(1) Touch the key of the desired property.

When the [Confidential] key is touched, the [Password] key can be touched.
Touch the [Password] key, enter a password (5 to 8 digits) with the numeric keys, and touch the [OK] key.

(2) Touch the [OK] key.

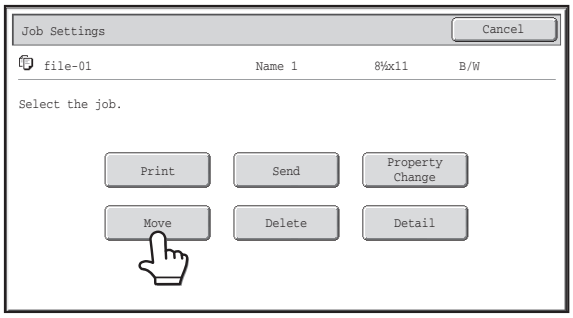
Restrictions on changing the property

- A file that is set to "Sharing" can be changed to "Protect" or "Confidential". However, a "Sharing" file that is saved in the Quick File folder can only be changed to "Protect".
- A file that is set to "Protect" can be changed to "Sharing" or "Confidential". However, a "Protect" file that is saved in the Quick File folder can only be changed to "Sharing".
- A file that is saved in the Quick File folder cannot be changed to "Confidential". If the file is moved to the Main folder or a custom folder, the property can be changed to "Confidential".
- Two properties cannot be selected for a single file.

MOVING A STORED FILE

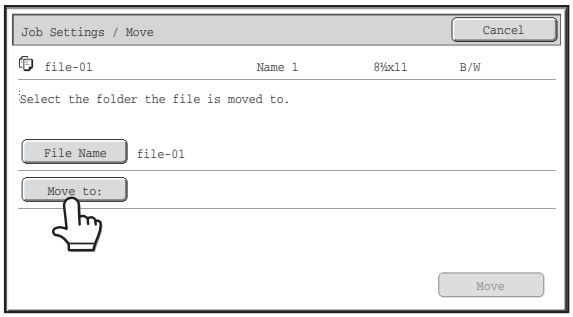
Use this procedure to change the location of a file (move a file to a different folder).
After selecting the desired file, follow the steps below.
☞ SELECTING A FILE (page 31)

1



Touch the [Move] key.

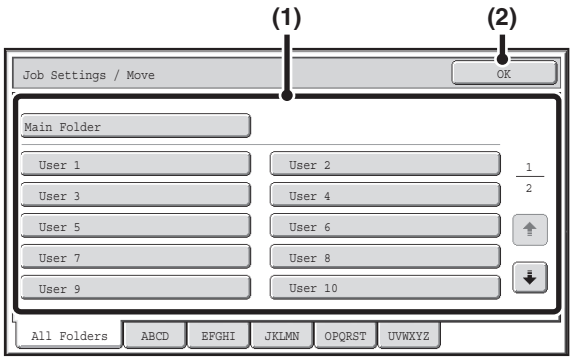
2



Touch the [Move to:] key.

- A file cannot be moved to the Quick File Folder. With this procedure, the original name is changed and the file is moved to the specified folder. (Unlike the "Save As" command on a computer, the file is not copied to the specified folder with the original file remaining in the original location.)
- To change the file name, touch the [File Name] key.

3



The above screen shows the custom folders as an example.

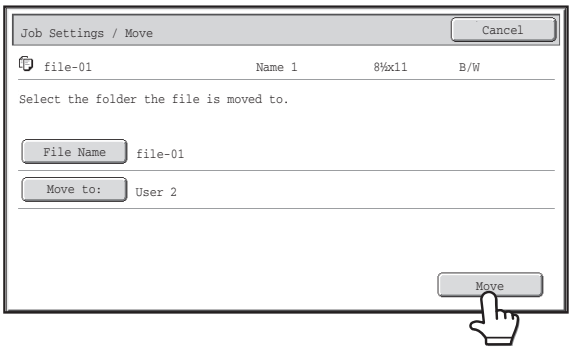
Select the destination folder.

(1) Touch the key of the folder to which you want to move the file.

If a password is set for the selected folder, a password entry screen will appear.
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

(2) Touch the [OK] key.

4



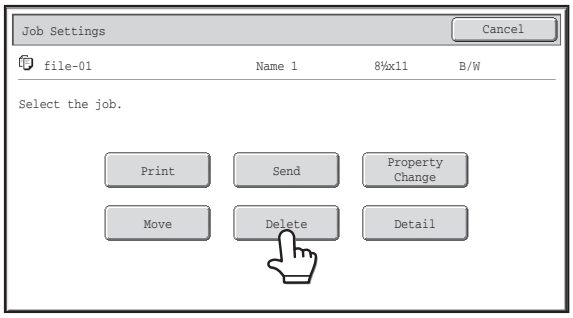
Touch the [Move] key.

A file whose property is "Protect" cannot be moved. To move a protected file, change its property to "Sharing" or "Confidential".

DELETING A STORED FILE

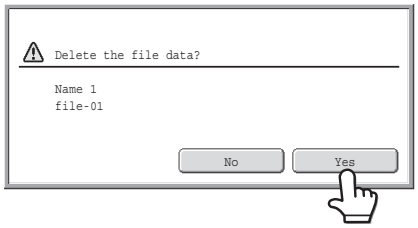
Stored files that are no longer needed can be deleted.
Select the file that you wish to delete and touch the [Delete] key.
☞ SELECTING A FILE (page 31)

1



Touch the [Delete] key.

2



Check the file and then touch the [Yes] key.

A file whose property is "Protect" cannot be deleted. To delete a protected file, change its property to "Sharing" or "Confidential".

RETRIEVING AND USING A FILE FROM THE JOB STATUS SCREEN

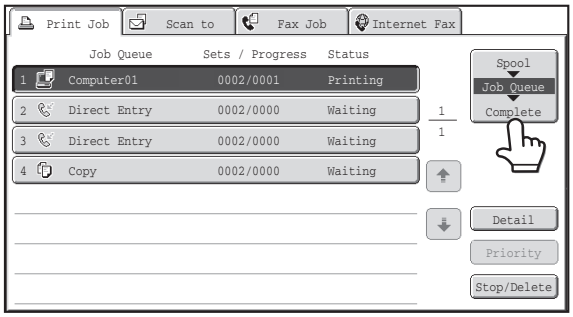
Files stored using File and Quick File appear as keys in the job status complete screen.
This is convenient when you need to quickly print the saved data of a copy job or quickly send a saved fax to another destination.

1



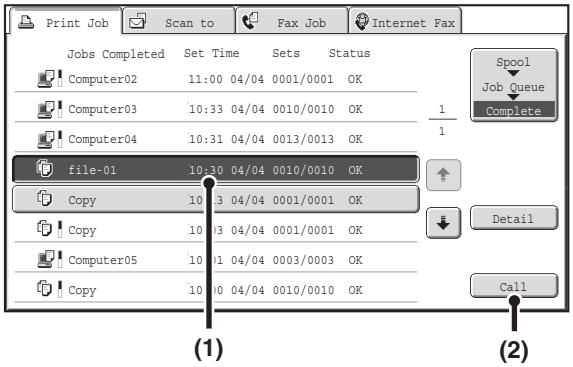
Press the [JOB STATUS] key.

2



Touch the job status selector key so that [Complete] is highlighted.

3



Select the desired file in the completed jobs.

(1) Touch the key of the desired file.

(2) Touch the [Call] key.

The job settings screen appears.
Select and perform the desired operation.

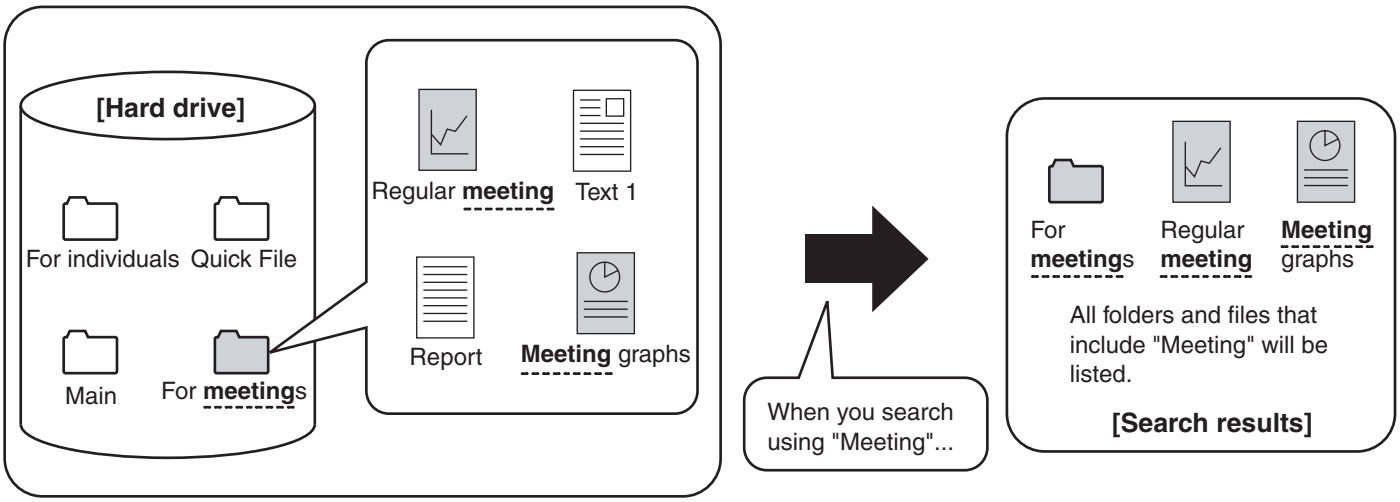
☞ JOB SETTINGS SCREEN (page 32)
PRINTING A STORED FILE (page 33)
SENDING A STORED FILE (page 37)
PROPERTIES OF STORED FILES (page 39)
MOVING A STORED FILE (page 41)
DELETING A STORED FILE (page 43)

To view information on a file, select the file and then touch the [Detail] key.

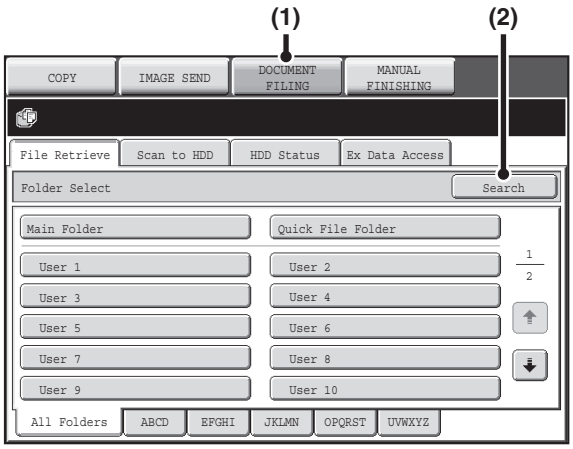
SEARCHING FOR A STORED FILE

When there are many stored files, it may take time to find a file. The search function of document filing mode can be used to find a file quickly.
This section explains how to search for a file or folder on the machine's hard drive.
Searching is possible even when you only know part of the file name or folder name. A folder can also be specified as a search range.

Example: Only part of a file name is known: "Meeting"



1

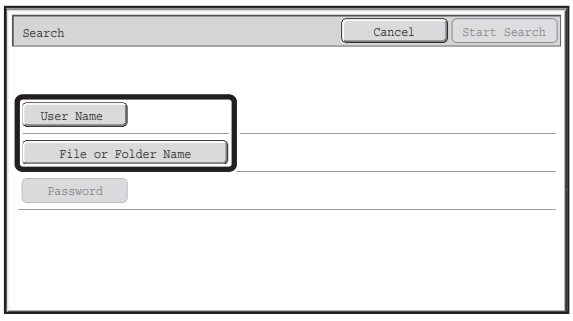


Open the file search screen.

(1) Touch the [DOCUMENT FILING] key.

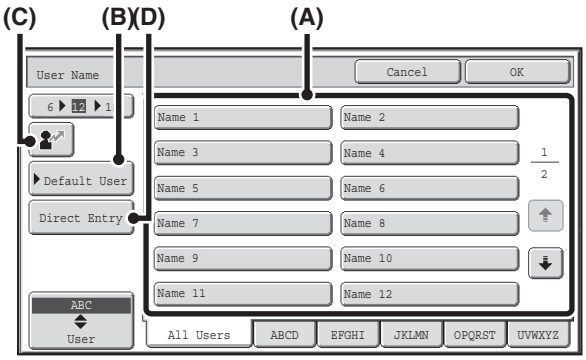
(2) Touch the [Search] key.

2



Touch the [User Name] key or the [File or Folder Name] key.

If you know the user name, touch the [User Name] key and go to "Using the user name to search" in step 3.
If you know the file name, touch the [File or Folder Name] key and go to "Using the file name or folder name to search" in step 3.



Using the user name to search

There are four ways to select the user name:

(A) Touch the key of the user name.

The touched user name is highlighted.
If you accidentally select the wrong user name, touch the key of the correct name.

(B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

(C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

(D) Touch the [Direct Entry] key.

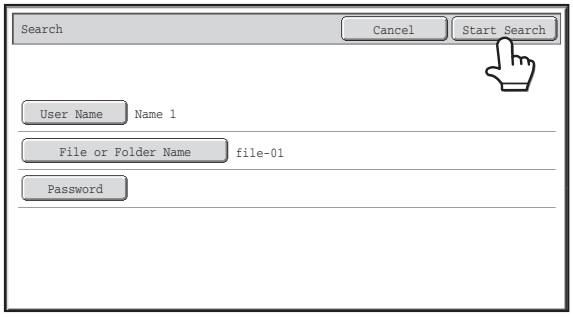
A text entry screen appears. Directly enter the user name. To enter text, see "7. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the first several letters of the user name.

After selecting the user name, touch the [OK] key.
After the user name is selected, the [Password] key can be touched. To search for files of the selected user name that have a certain password, touch the [Password] key and enter the password.
(It is not possible to search using a password only.)

Using the file name or folder name to search

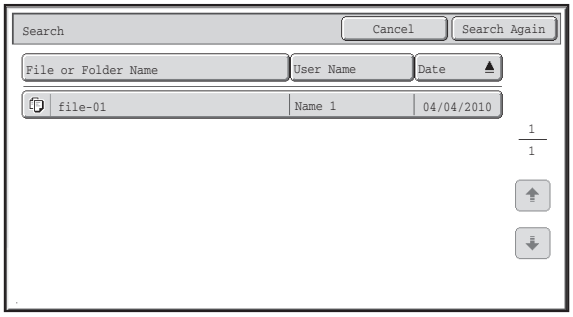
Enter the file name or folder name in the text entry screen that appears and touch the [OK] key.

4



Touch the [Start Search] key.

The search results will appear in a screen similar to the following screen. A list of the files that match your search criteria will appear. Select the desired file from the list. The job settings screen will appear.



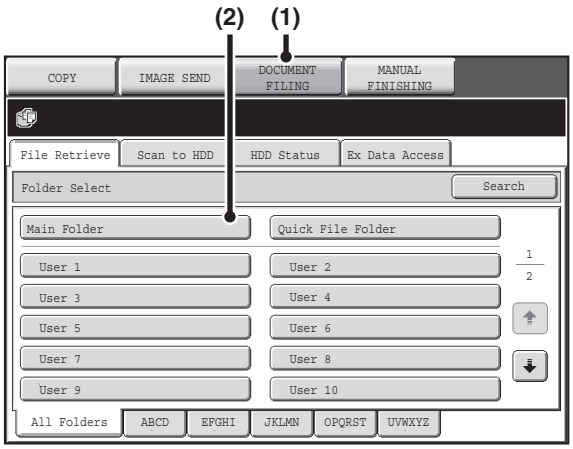
To return to the base screen of document filing mode, touch the [Cancel] key.
To return to the file search screen, touch the [Search Again] key.

- When you search using [File or Folder Name], custom folders that match the search characters will also appear in the list. When a folder key is touched, a list of the files in the folder appears. Touch the desired file in the list.
- You can also use the Web pages to search for a file. Click [Document Operations], [Document Filing], and then [Search] in the Web page menu.

Searching within a folder

You can specify a folder to restrict the search range to that folder. To search within a specified folder, follow the steps below.

1



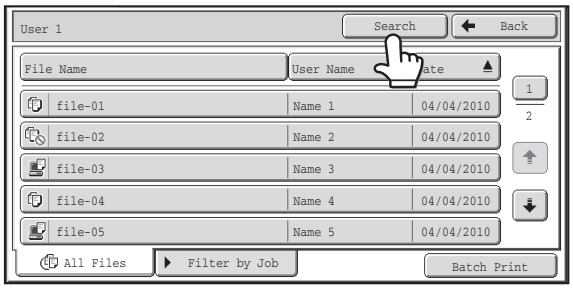
Open the folder that you wish to search.

(1) Touch the [DOCUMENT FILING] key.

(2) Touch the key of the folder that you wish to search.

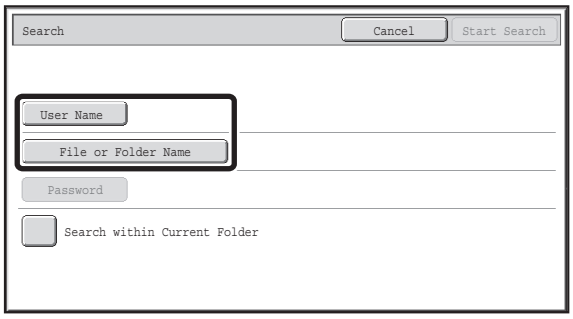
If a password is set for the selected folder, a password entry screen will appear.
Enter the password with the numeric keys (5 to 8 digits) and touch the [OK] key.

2



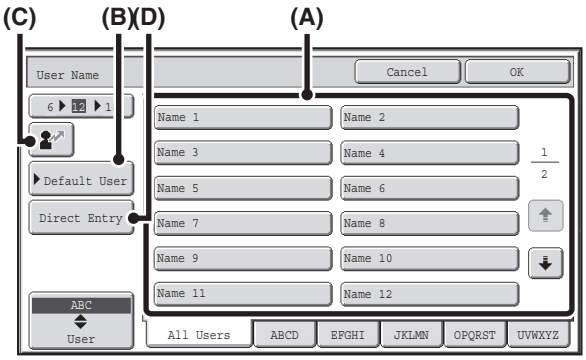
Touch the [Search] key.

3



Touch the [User Name] key or the [File or Folder Name] key.

If you know the user name, touch the [User Name] key and go to "Using the user name to search" in step 4.
If you know the file name, touch the [File or Folder Name] key and go to "Using the file name or folder name to search" in step 4.



Using the user name to search

There are four ways to select the user name:

(A) Touch the key of the user name.

The touched user name is highlighted.
If you accidentally select the wrong user name, touch the key of the correct name.

(B) Touch the [Default User] key.

The user name can be selected from the factory stored users.

(C) Touch the key.

An area for entering the "Registration No." [---] appears in the message display. Enter the "Registration No." set during user registration. This will allow you to select the user name.

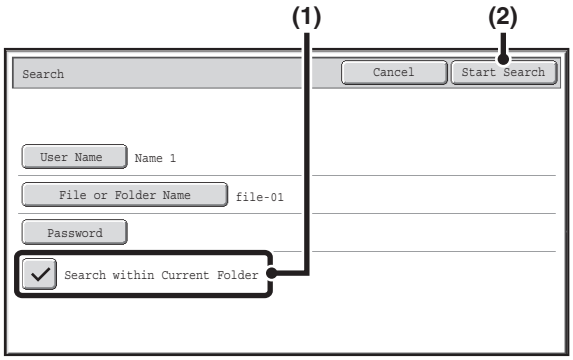
(D) Touch the [Direct Entry] key.

A text entry screen appears. Directly enter the user name. To enter text, see "7. ENTERING TEXT" in the User's Guide. Searching is possible even if you only enter the first several letters of the user name.

After selecting the user name, touch the [OK] key.
After the user name is selected, the [Password] key can be touched. To search for files of the selected user name that have a certain password, touch the [Password] key and enter the password.
(It is not possible to search using a password only.)

Using the file name or folder name to search

Enter the file name in the text entry screen that appears and touch the [OK] key.



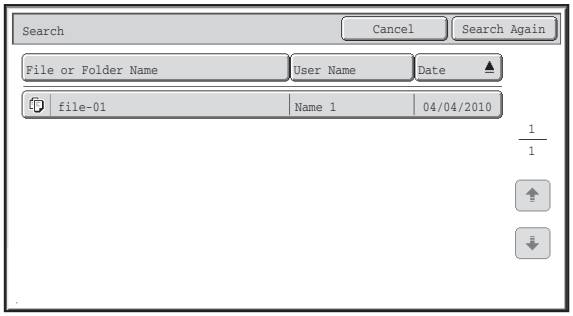
Start searching.

(1) Touch the [Search within Current Folder] checkbox so that it is selected ☑.

To search only files that are in the current folder, select the [Search within Current Folder] checkbox ☑.
Use this method to search for a file in a confidential folder.

(2) Touch the [Start Search] key.

The search results will appear in a screen similar to the following screen. A list of the files that match your search criteria will appear. Select the desired file from the list. The job settings screen will appear.



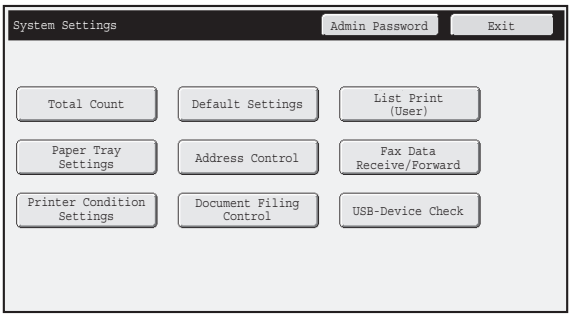
To return to the base screen of document filing mode, touch the [Cancel] key.
To return to the file search screen, touch the [Search Again] key.

4 SYSTEM SETTINGS

This chapter explains the system settings for the document filing function that can be configured by general users. For information on configuring the system settings, see the User's Guide. For system settings that require administrator rights, see the Administrator's Guide.

ACCESSING THE SYSTEM SETTINGS

Make sure that the machine is in the standby state and then press the [SYSTEM SETTINGS] key on the operation panel.
When the [SYSTEM SETTINGS] key is pressed, the following menu screen appears on the touch panel.



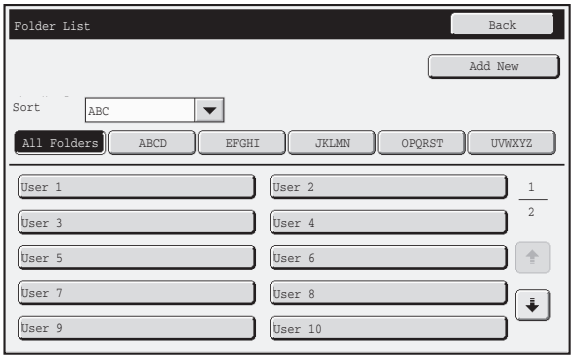
Touch the item in this screen that you wish to configure. For the procedure for configuring each setting, see the explanation of the setting. The following settings are explained:

• **DOCUMENT FILING CONTROL (page 52)**

- To quit the system settings, touch the [Exit] key in the top right corner of the screen.
- For the procedure to follow when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.
- **Web pages**
 The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.

DOCUMENT FILING CONTROL

Document Filing Control is used to create, edit, and delete custom folders for document filing. Touch the [Document Filing Control] key to configure the settings.
When the [Document Filing Control] key is touched, the following screen will appear.



- **[Add New] key**
 Use this to add a new custom folder.
- **List display**
 This displays a list of the currently configured custom folders. A folder can be selected to open an edit/delete screen for the folder.

Creating a custom folder

Touch the [Add New] key in the above screen to open a registration screen. Up to 500 custom folders can be created.
For more information, see "Settings".

Editing/deleting a custom folder

A custom folder can be selected from the list in the above screen to open an edit/delete screen for the folder.
For more information, see "Settings".
Delete a folder with the [Delete] key.

- If the folder has a password, the correct password must be entered before a file can be deleted.
- A folder that contains files cannot be deleted. Either move the files to a different folder or delete them before deleting the folder.

Settings

Item	Description
Folder Name	Enter a name (maximum of 28 characters) for the custom folder to be created. A name cannot be stored if it is already being used for another folder.
Initial of Folder	Enter up to 5 characters for the initials. The initials you enter here determine the position of the one-touch key in the alphabetical index.
Password of Folder	To set a password for the folder, enter the desired number (5 to 8 digits).
Select User Name	Select the desired user name from the user list.

5 TROUBLESHOOTING

This chapter provides solutions to possible document filing problems. See the following table of contents to locate the appropriate page for your question or problem.

PROBLEMS RELATED TO FILING

- Document filing does not take place. 54
- A filed data can not be printed. 54
- A stored file cannot be transmitted. 54
- A job cannot be stored in a custom folder. 54

PROBLEMS RELATED TO FILE MANAGEMENT

- A stored file has disappeared. 54
- A file cannot be deleted. 54
- The property of a file cannot be set to [Confidential]. 54
- A confidential file or confidential folder cannot be opened. 55
- A file name cannot be stored or changed. 55
- A custom folder name cannot be stored or changed. 55
- A file name is cut off. 55

- System settings
 Descriptions of system settings similar to the following example appear in this chapter.
 Example:
 → System Settings (Administrator) > "Copy Settings" > "Other Settings" > "Rotation Copy Setting" > ☑
 This is an abbreviated description of the procedure for selecting the setting. ">" indicates the setting sequence and ☑ indicates the state of the setting after it has been enabled. Use these descriptions as a quick manual to help you configure the settings. (For detailed explanations of the system settings (administrator), see the Administrator's Guide.)
- For problems common to all functions of the machine and peripheral devices, see the User's Guide.
- If you are unable to solve a problem using the solutions in this chapter, switch off the [POWER] key (⏻) and the main power switch. Wait at least 10 seconds, and then switch on the main power switch and the [POWER] key (⏻) in that order.

* Do not turn off the machine's main power switch or remove the power plug while a job is being executed or processed. This may damage the hard drive or cause the data being stored or received to be lost.

- If you are unable to solve a problem using the information in this chapter, please contact your dealer or nearest SHARP Service Department.

PROBLEMS RELATED TO FILING

Problem	Point to check	Solution
Document filing does not take place.	Did you select document filing settings in the printer driver?	In print mode, enable document filing on the [Job Handling] tab of the printer driver. In copy mode or image send mode, touch the [Quick File] key or the [File] key and then use the document filing function.
	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
A filed data can not be printed.	Have functions been disabled by the administrator?	Some functions may have been disabled in the system settings (administrator). Check with your administrator. When user authentication is enabled, the functions that you can use may be restricted in your user settings. Check with your administrator.
A stored file cannot be transmitted.	Was the file stored using the [Hi-Speed Print Mode] format?	Files stored in [Hi-Speed Print Mode] format cannot be transmitted. Store files that you wish to transmit in [Send Allowed Mode].
A job cannot be stored in a custom folder.	Do custom folders appear in "Folder Information"? (When printing)	Click the [Get Folder Name] button in the document filing save screen of the printer driver to call up the custom folders that have been created on the machine.
	Does the custom folder have a password?	Enter the password configured in the machine in the document filing save screen.

PROBLEMS RELATED TO FILE MANAGEMENT

Problem	Point to check	Solution
A stored file has disappeared.	Did you touch the [Print and Delete the Data] key to print a stored file?	A file that is printed using the [Print and Delete the Data] key is automatically deleted after being printed. To print a file without deleting it, use the [Print and Save the Data] key. The file property can be set to "Protect" to prevent the file from being easily deleted.
A file cannot be deleted.	Is the property of the file set to [Protect]?	A file cannot be deleted when its property is set to [Protect]. Change the property to [Sharing] and then delete the file.
The property of a file cannot be set to [Confidential].	Is the file in the Quick File folder?	"Confidential" cannot be specified for a file in the Quick File folder. Move the file to a different folder and then specify "Confidential". (Note that "Protect" can be specified for a file in the Quick File folder to prevent it from being easily deleted.)

Problem	Point to check	Solution
A confidential file or confidential folder cannot be opened.	Did you enter the wrong password?	If you cannot remember the password, it is possible to change the file or folder password to a new password in the system settings (administrator). Ask your administrator.
A file name cannot be stored or changed. **A custom folder name cannot be stored or changed.**	Does the name include characters that cannot be used in a file or folder name?	The following characters cannot be used in a file or folder name: \ ? / " ; : , < > ! * & # \|
A file name is cut off.	Was the file name stored in the advanced transmission settings during a scan or Internet fax transmission?	If the name was stored in the advanced transmission settings before Quick File or File settings were configured, that name will be used for the stored file. If the number of characters in the name exceeds the maximum number of characters allowed for a Quick File name (30 characters), the characters after the 30th character will be discarded.

Document Filing Guide

MODEL: MX-M850
MX-M950
MX-M1100



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MODEL: MX-M850
MX-M950
MX-M1100

Administrator's Guide



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About This Manual

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a finisher, punch module, saddle unit, folding unit, inserter, large capacity trays, and bypass tray are installed on the MX-M1100.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

Manuals Provided with the Machine

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install and configure the software that is required to use the printer function and other functions of the machine that are used from a computer.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Maintenance Guide	This manual explains maintenance procedures such as how to replace supplies and remove paper misfeeds.

Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual explains the basic procedures for using the machine, such as how to load paper.
Copier Guide	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the print function.
Image Send Guide	This manual provides detailed explanations of the procedures for using the image send function (scan, USB memory scan, Internet fax, fax, and data entry).
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
Administrator's Guide (This manual)	This manual explains the settings and functions that are used to manage and control the machine, such as the system settings that require administrator rights.

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.
	This provides a supplemental explanation of a function or procedure.
	This explains how to cancel or correct an operation.

1 SYSTEM SETTINGS (ADMINISTRATOR)

This chapter explains the system settings that are configured by the administrator of the machine.

System Settings (Administrator)

The system settings are used to configure a variety of parameters to suit the aims and needs of your workplace. The system settings are also used to display or print out the current settings and status of the machine. The system settings allow you to make the machine easier to use.
The system settings consist of settings that are used by general users, and settings that can only be configured by an administrator of the machine. This manual indicates system settings that can only be used by administrators (and users with administrator rights) as "System Settings (Administrator)". Detailed information is shown in the table below.

System Settings	System Settings (Administrator) *Login Required
System settings that can be configured by general users (including the administrator). For example, the following settings can be configured: • Date and time settings • Paper tray settings (paper size and paper type) • Storing destinations for the fax and scanner functions • Settings related to the printer function • Creating folders for document filing • Displaying the number of pages printed, scanned, and faxed. Explanations of these items can be found in the corresponding manuals for each function. For more information, see "SYSTEM SETTINGS" in the Quick Start Guide.	System settings that can be configured by the administrator. To configure these settings, login as an administrator is required. For example, the following settings can be configured: • Storing users of the machine • Energy save settings • Settings related to the operation panel • Settings for peripheral devices installed on the machine. • Settings related to the copy function • Network connection settings • Transmission/reception settings for faxes and scanned images • Advanced settings for the document filing function
Settings for general users	**Settings for administrators**

- **Procedures for using the settings**
 For the specific procedures for using the system settings, see "TOUCH PANEL" in the User's Guide.
 For the procedure for entering text, see "7. ENTERING TEXT" in the User's Guide.
- **Administrator password**
 To maintain security, the administrator of the machine should promptly change the password after the machine is purchased. (For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.) To change the password, see "Change Administrator Password" (page 70).
 *To ensure a high level of security, change the password at regular intervals.
- The term "System Settings (Administrator)" is used for convenience in the explanations of the settings. The actual touch panel does not show the word "(Administrator)".
- For fax settings, see "2. SYSTEM SETTINGS FOR FAX (ADMINISTRATOR)" (page 76).
- **Web pages**
 The system settings can also be configured from the Web pages. To configure the system settings from the Web pages, click [System Settings] in the Web page menu.
 In addition to the system settings, network and security settings can also be configured in the Web pages. For information on the settings, see Help in the Web pages.

Accessing the System Settings (Administrator)

To access the system settings (administrator), the administrator must log in as explained below.

When User Authentication is not Enabled

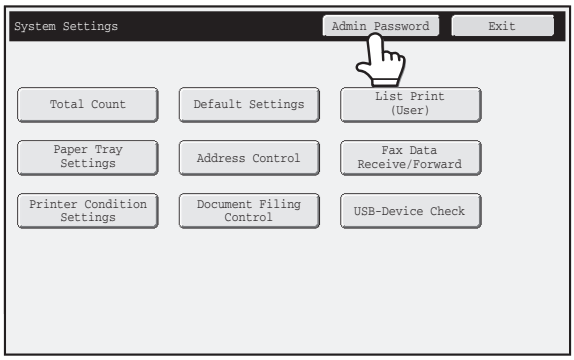
When "User Authentication Setting" (page 25) is not enabled, follow the procedure below to log in.

1



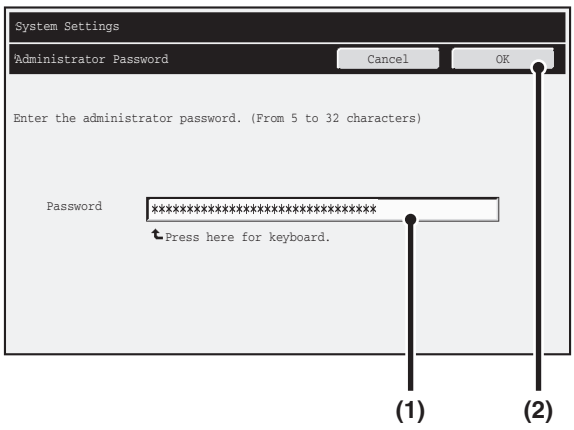
Press the [SYSTEM SETTINGS] key.

2



Touch the [Admin Password] key.

3



Log in.

(1) Touch the "Password" text box and enter the administrator password.

(2) Touch the [OK] key.

This completes the administrator login procedure. The system settings (administrator) can be used.

- User authentication is initially disabled (factory default setting).
- **To logout...**
 Touch the [Logout] key in the top right corner of the screen. You can also touch the [Exit] key to quit the system settings. (If Auto Clear activates, logout will automatically take place.)

When User Authentication is Enabled

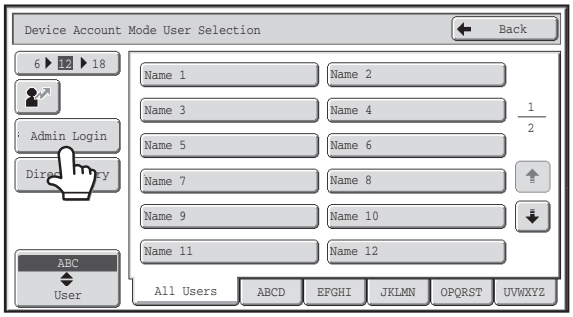
When "User Authentication Setting" (page 25) is enabled, follow the procedure below to log in.

When auto login is enabled, the login screen will not appear.

When user authentication is by login name and password (and e-mail address)

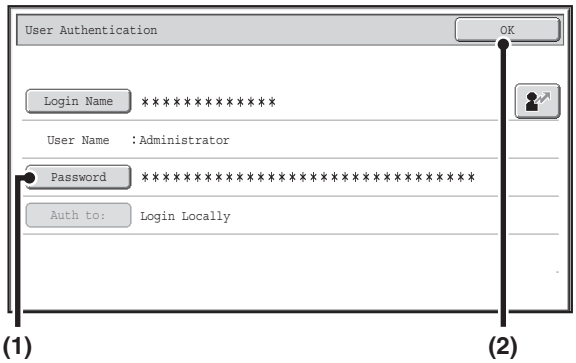
Administrator login is performed in the user selection screen. For more information on the login procedure when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

1



Touch the [Admin Login] key.

2



Log in.

(1) Touch the [Password] key.

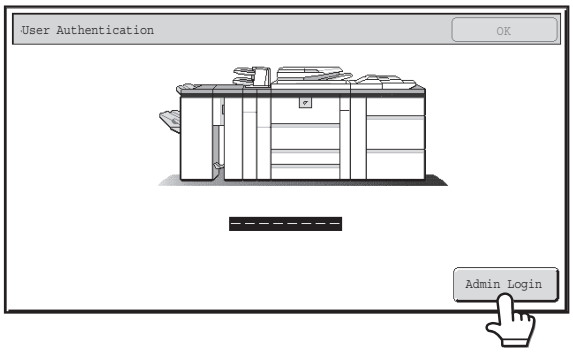
Enter the administrator password in the administrator password entry screen.

(2) Touch the [OK] key.

- If login name / password / e-mail address is selected for the authentication method, the [E-mail Address] key will appear below the "User Name".
- For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.
- This completes the administrator login procedure. The system settings (administrator) can be used.

- In addition to login by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights. For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.
- **To logout...**
 Press the [LOGOUT] (*) key. (Except when entering a fax number.)
 (If Auto Clear activates, logout will automatically take place.)

Login by user number



Touch the [Admin Login] key.

Enter the administrator password in the administrator password entry screen.
This completes the administrator login procedure. The system settings (administrator) can be used.

- In addition to login by touching the [Admin Login] key, the system settings (administrator) can also be accessed when login is performed by selecting a user with administrator rights from the user list or by entering a user number with administrator rights. For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.
- **To logout...**
 Press the [LOGOUT] (*) key. (Except when entering a fax number.)
 (If Auto Clear activates, logout will automatically take place.)

System Settings (Administrator) List

The system settings that appear following administrator login are shown below. The default setting for each item is also shown.

- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.
- For explanations of settings related to the fax function, see "2. SYSTEM SETTINGS FOR FAX (ADMINISTRATOR)" (page 76).

■ User Control

Item	Factory default setting	Page
■ **User Control**		25
● User Authentication Setting		25
▶ User Authentication	Disabled	25
▶ Authentication Method Setting	Authenticate a User by Login Name and Password	25
▶ Device Account Mode Setting	Disabled	25
● Other Settings		26
▶ Actions when the Limit of Pages for Output Jobs	Job is Completed even when the Limit of Pages is Reached	26
▶ The Number of User Name Displayed Setting on Operation Panel	12	26
▶ A Warning when Login Fails	Disabled	26
▶ Disabling of Printing by Invalid User	Disabled	26
▶ Default Network Authentication Server Setting	–	26
▶ Display Usage Status after Login	Enabled	26
▶ User Information Print	–	26
● User List	–	27
● Page Limit Group List	–	30
● Authority Group List	–	31
● Favorite Operation Group List*	–	34
▶ Favorite Operation Group Registration*	–	34
▶ Home Screen List*	–	35
● User Count	–	36

* This cannot be set on the machine. Set this in "User Control" in the Web pages.

■ Energy save

Item	Factory default setting	Page
■ **Energy Save**		38
● Toner Save Mode		38
▶ Print	Disabled	
▶ Copy	Disabled	
● Auto Power Shut-Off	Enabled	38
● Auto Power Shut-Off Timer	90 min.	38
● Preheat Mode Setting	15 min.	38

■ Operation Settings

Item	Factory default setting	Page
■ **Operation Settings**		39
● Other Settings		39
▶ Keys Touch Sound	Middle	39
◆ Key Touch Sound at Initial Point	Disabled	
▶ Auto Clear Setting	60 sec.	39
◆ Cancel Auto Clear Timer	Disabled	
▶ Message Time Setting	6 sec.	39
▶ MFP Display Language Setting	American English	39
▶ Disabling of Job Priority Operation	Disabled	39
▶ Disabling of Bypass Printing	Disabled	39
▶ Key Operation Setting	0.0 sec.	39
◆ Disable Auto Key Repeat	Disabled	
▶ Disabling of Clock Adjustment	Disabled	40
▶ Disabling of Covers/Inserts Mode	Disabled	40
▶ Disable Manual Finishing*1	Disabled	40
▶ Initial Original Count Setting	All Disabled	40
● Customize Key Setting*2		41
▶ Copier		
◆ Customize 1	File	
◆ Customize 2	Quick File	
◆ Customize 3	–	

Item	Factory default setting	Page
▶ Image Send-Scanner*3		41
◆ Customize 1	Address Review	
◆ Customize 2	File	
◆ Customize 3	Quick File	
▶ Image Send-Internet Fax*4		
◆ (Same as Scan)		
▶ Image Send-Fax*5		
◆ (Same as Scan)		
▶ Image Send-USB Memory Scan		
◆ Customize 1	–	
◆ Customize 2	–	
◆ Customize 3	–	
▶ Image Send-Data Entry*6		
◆ (Same as Scan)		
● Home Screen Settings*2	–	41
● MFP Display Pattern Setting	Pattern 1	41

*1 When the Inserter is installed.
*2 This cannot be set on the machine. Set this in the system settings in the Web pages.
*3 When the network scanner expansion kit is installed.
*4 When the Internet fax expansion kit is installed.
*5 When the facsimile expansion kit is installed.
*6 When the application integration module is installed.

■ Device Control

Item	Factory default setting	Page
■ **Device Control**		42
● Other Settings		42
▶ Original Feeding Mode	All Disabled	42
▶ Saddle Stitch Position Adjust*1	0 mm	42
▶ Auto Paper Selection Setting	Plain Paper	42
▶ Tandem Connection Setting		42
◆ IP Address of Slave Machine	0.0.0.0	
◆ Port Number	50001	
◆ Disabling of Master Machine Mode	Disabled	
◆ Disabling of Slave Machine Mode	Disabled	
▶ Detect Standard in Auto Color Mode*2	3	43
▶ Double Feed Detection Setting*3	All Enabled	43
▶ Status Indicator Setting	Pattern 1	43

Item	Factory default setting	Page
▶ Optimization of a Hard Disk	–	43
▶ Clear All Job Log Data	–	43
● Original Size Detector Setting		44
▶ Original Detection Size Combination	Inch-1	
▶ Cancel Detection at Document Glass	Disabled	
● Disabling of Devices		45
▶ Disabling of Document Feeder	Disabled	45
▶ Disabling of Duplex	Disabled	45
▶ Disabling of Large Capacity Cassette*4	Disabled	45
▶ Disabling of Tray Settings	Disabled	45
▶ Disabling of Bypass-Tray*5	Disabled	45
▶ Disabling of Inserter*6	Disabled	45
▶ Disabling of Offset*7	Disabled	45
▶ Disabling of Stapler*7	Disabled	45
▶ Disabling of Saddle Stitch*1	Disabled	45
▶ Disabling of Punch*8	Disabled	45
▶ Disabling of Fold*9	Disabled	45

*1 When a saddle stitch finisher or saddle unit is installed.
*2 When the color expansion kit is installed.
*3 MX-M950/M1100 only
*4 When a large capacity tray is installed.
*5 When a bypass tray is installed.
*6 When an inserter is installed.
*7 When a saddle stitch finisher or finisher is installed.
*8 When a punch module is installed.
*9 When a folding unit is installed.

■ Copy Settings

Item	Factory default setting	Page
■ **Copy Settings**		46
● Initial Status Settings		46
▶ Paper Tray	Varies depending on the machine configuration	
▶ Exposure Type	Auto	
▶ Copy Ratio	100%	
▶ 2-Sided Copy	1-Side to 1-Side	
▶ Output	–	

Item	Factory default setting	Page
● Other Settings		47
▶ Copy Exposure Adjustment	5	47
▶ Rotation Copy Setting	Enabled	47
▶ Add or Change Extra Preset Ratios	–	47
▶ Setting a Maximum Number of Copies	9999	47
▶ Initial Margin Shift Setting		47
◆ Side 1	1/2"	
◆ Side 2	1/2"	
▶ Erase Width Adjustment		47
◆ Edge Clearance Width	1/2"	
◆ Center Clearance Width	1/2"	
▶ Card Shot Settings		47
◆ Original Size	X: 3-3/8", Y: 2-1/8"	
◆ Fit to Page	Disabled	
▶ Automatic Saddle Stitch*	Enabled	47
▶ Initial Tab Copy Setting	1/2"	48
▶ Disabling Deletion of Job Programs	Disabled	48
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	48
▶ Disabling of Auto Paper Selection	Disabled	48
▶ Auto Selection Setting of Tray that is Supplied the Paper	Disabled	48
▶ 600dpi x 600dpi Scanning Mode for Document Feeder	Disabled	48
▶ Quick Scan from Document Glass	Enabled	48

* When a saddle stitch finisher or saddle unit is installed.

■ Network Settings

Item	Factory default setting	Page
■ **Network Settings**		49
● IP Address Setting	DHCP	49
● Enable TCP/IP	Enabled	49
● Enable NetWare	Enabled	49
● Enable EtherTalk	Enabled	50
● Enable NetBEUI	Enabled	50
● Reset the NIC	–	50
● Ping Command	–	50

■ Printer Settings

Item	Factory default setting	Page
■ Printer Settings*1		51
● Default Settings		51
▶ Prohibit Notice Page Printing	Enabled	51
▶ Prohibit Test Page Printing	Disabled	51
▶ A4/Letter Size Auto Change	Disabled	51
▶ Print Density Level	3	51
▶ Bypass Tray Settings*2		51
◆ Enable Detected Paper Size in Bypass Tray	Disabled	51
◆ Enable Selected Paper Type in Bypass Tray	Enabled	51
◆ Exclude Bypass-Tray from Auto Paper Select	Disabled	51
▶ Job Spool Queuing	Enabled	51
● Interface Settings		52
▶ Hexadecimal Dump Mode	Disabled	52
▶ I/O Timeout	60 sec.	52
▶ Enable USB Port	Enabled	52
▶ USB Port Emulation Switching	Auto	52
▶ Enable Network Port	Enabled	52
▶ Network Port Emulation Switching	Auto	52
▶ Port Switching Method	Switch at End of Job	52

*1 When the printer expansion kit is installed.
*2 When a bypass tray is installed.

■ Image Send Settings

Item	Factory default setting	Page
■ Image Send Settings		53
● Operation Settings		53
▶ Other Settings		53
◆ Default Display Settings	Varies depending on the machine configuration	53
• Hold settings for a while after scanning has been completed	Disabled	
• Switch Automatically to Copy Mode Screen	Enabled	
◆ Address Book Default Selection		53
• Tab Switch	ABC	
• Address Type	All	

Item	Factory default setting	Page
◆ Initial Resolution Setting		53
• Apply the Resolution Set when Stored	Disabled	
• Scan*1	200 X 200 dpi	
• Internet Fax*2	200 X 100 dpi	
• Fax*3	Standard	
◆ Default Exposure Settings	Auto	54
◆ Default Original Image Type	Text	54
• Moiré Reduction	Disabled	
◆ Must Input Next Address Key at Broadcast Setting	Disabled	54
◆ Scan Complete Sound Setting	Middle	54
◆ The Number of File Name/Subject/Body Keys Displayed Setting	12	54
◆ The Number of Direct Address Keys Displayed Setting	10	54
◆ Disable Switching of Display Order	Disabled	54
◆ Hold Setting for Received Data Print*2,3	Disabled	54
◆ Default Verification Stamp*4	Disabled	54
▶ Settings to Disable Registration		55
◆ Disable Registering Destination from Operation Panel	All Disabled	55
◆ Disable Registering Destination on Web Page	All Disabled	55
◆ Disable Registration Using Network Scanner Tool	Disabled	55
▶ Settings to Disable Transmission		55
◆ Disable [Resend] on Image Send Mode	Disabled	55
◆ Disable Selection from Address Book	All Disabled	55
◆ Disable Direct Entry	All Disabled	55
◆ Disable PC-I-Fax Transmission*2	Disabled	55
◆ Disable PC-Fax Transmission*3	Disabled	55
● Scan Settings*1		56
▶ Other Settings		56
◆ Default Sender Set	–	56
◆ Default Color Mode Settings*5	Mono2	56
• Disable Change of B/W Setting in Auto Mode	Disabled	

Item	Factory default setting	Page
◆ Initial File Format Setting		56
• File Type	PDF	
• Black & White	MMR (G4)	
• Color/Grayscale*5	Medium	
• Specified Pages per File	Disabled	
◆ Compression Mode at Broadcasting		56
• Black & White	MH (G3)	
• Color/Grayscale*5	Medium	
◆ Maximum Size of E-mail Attachments (E-mail)	Unlimited	57
◆ Maximum Size of Data Attachments (FTP/Desktop/Network Folder)	Unlimited	57
◆ Bcc Setting		57
• Enable Bcc	Disabled	
• Display Bcc Address on the Job Status Screen	Disabled	
◆ Disable Scan Function		57
• USB Memory Scan	Disabled	
◆ Pre-Setting Mail Signature	Disabled	57
▶ Default Address Setting	Disabled	57
● I-Fax Settings*2		58
▶ I-Fax Default Settings		58
◆ I-Fax Own Name and Address Set	–	58
◆ Auto Wake Up Print	Enabled	58
◆ Compression Setting	MH (G3)	58
◆ Speaker Volume Setting		58
• Receive Signal	Middle	
• Communication Error Signal	Middle	
◆ Original Print on Transaction Report	Print Out Error Report Only	58
◆ Transaction Report Print Select Setting		58
• Single Sending	Print Out Error Report Only	
• Broadcasting	Print Out All Report	
• Receiving	No Printed Report	
◆ Activity Report Print Select Setting		59
• Auto Print at Memory Full	Disabled	
• Print Daily at Designated Time	Disabled	
◆ Body Text Print Select Setting	Disabled	59
◆ Pre-Setting Mail Signature	Disabled	59

Item	Factory default setting	Page
▶ I-Fax Send Settings		59
◆ I-Fax Reception Report On/Off Setting	Disabled	59
◆ I-Fax Reception Report Request Timeout Setting	1 hour	59
◆ Number of Resend Times at Reception Error	2	59
◆ Maximum Size of E-mail Attachments	Unlimited	59
◆ Rotation Sending Setting	All Enabled	60
◆ Printing Page Number at Receiver	Enabled	60
▶ I-Fax Receive Settings		60
◆ Auto Receive Reduce Setting	Enabled	60
◆ Duplex Reception Setting	Disabled	60
◆ Set Address for Data Forwarding	–	60
◆ A3 RX Reduce	Disabled	60
◆ POP3 Communication Timeout Setting	60 sec.	60
◆ Reception Check Interval Setting	5 min.	61
◆ I-Fax Output Setting*6	Offset Tray	61
▶ Anti Junk Mail/Domain Name Setting	All Invalid	61

*1 When the network scanner expansion kit is installed.
*2 When the Internet fax expansion kit is installed.
*3 When the facsimile expansion kit is installed.
*4 When a stamp unit is installed.
*5 When the color expansion kit is installed.
*6 When a saddle stitch finisher or finisher is installed.

■ Document Filing Settings

Item	Factory default setting	Page
■ **Document Filing Settings**		62
● Other Settings		62
▶ Default Mode Settings	Sharing Mode	62
▶ Sort Method Setting	Date	62
▶ Administrator Authority Setting		62
◆ Delete File	Disabled	
◆ Delete Folder	Disabled	
◆ Password Change	Disabled	
▶ Delete All Quick Files		62
◆ Delete	–	
◆ Delete quick files at power up. (Protected files excluded)	Enabled	

Item	Factory default setting	Page
▶ Default Color Mode Settings*1	Mono2	62
▶ Default Storage Format Setting*2	Hi-Speed Print Mode	62
▶ Default Exposure Settings	Auto	63
▶ Default Original Image Type	Text	63
◆ Moiré Reduction	Disabled	
▶ Initial Resolution Settings	600 x 600 dpi	63
▶ Color Data Compression Ratio Setting*1	Medium	63
▶ Scan Complete Sound Setting	Middle	63
▶ Default Output Tray*3	Offset Tray	63
▶ Disable Stamp for Reprinting	Disabled	63
▶ Batch Print Settings		63
◆ Selection of [All Users] is not allowed.	Enabled	
◆ Selection of [User Unknown] is not allowed.	Enabled	
● Document Output Options		64
▶ Print		
◆ Copy	Enabled	
◆ Print	Enabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)*4	Disabled	
◆ Fax Send (Incl. PC-Fax)*5	Disabled	
◆ Scan to HDD	Enabled	
▶ Scan Send		
◆ Copy	Disabled	
◆ Scan Send	Enabled	
◆ Internet Fax Send (Incl. PC-I-Fax)*4	Disabled	
◆ Fax Send (Incl. PC-Fax)*5	Disabled	
◆ Scan to HDD	Enabled	
▶ Internet Fax Send*4		
◆ Copy	Disabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)	Enabled	
◆ Fax Send (Incl. PC-Fax)*5	Disabled	
◆ Scan to HDD	Disabled	

Item	Factory default setting	Page
▶ Fax Send*5		64
◆ Copy	Disabled	
◆ Scan Send	Disabled	
◆ Internet Fax Send (Incl. PC-I-Fax)*4	Disabled	
◆ Fax Send (Incl. PC-Fax)	Enabled	
◆ Scan to HDD	Disabled	
● Automatic Deletion of File Settings	–	64

*1 When the color expansion kit is installed.
*2 When the color expansion kit is not installed.
*3 When a saddle stitch finisher or finisher is installed.
*4 When the Internet fax expansion kit is installed.
*5 When the facsimile expansion kit is installed.

■ List Print (Administrator)

Item	Factory default setting	Page
■ **List Print (Administrator)***		65
● Administrator Settings List	–	65
● Image Sending Activity Report	–	65
● Data Receive/Forward List	–	65
● Web Settings List	–	65
● Metadata Set List	–	65

* It may not be possible to use some settings, depending on the peripheral devices installed.

■ Security Settings

Item	Factory default setting	Page
■ **Security Settings**		66
● SSL Settings		66
▶ HTTPS	Disabled	
▶ IPP-SSL	Disabled	
▶ FTPS	Enabled	
▶ SMTP-SSL	Enabled	
▶ POP3-SSL	Enabled	
▶ LDAP-SSL	Enabled	
▶ Level of Encryption	Low	

■ Enable/Disable Settings

Item	Factory default setting	Page
■ Enable/Disable Settings		67
● User Control		67
▶ Disabling of Printing by Invalid User	Disabled	67
● Operation Settings		67
▶ Cancel Auto Clear Timer	Disabled	67
▶ Disabling of Job Priority Operation	Disabled	67
▶ Disabling of Bypass Printing	Disabled	67
▶ Disable Auto Key Repeat	Disabled	67
▶ Disabling of Clock Adjustment	Disabled	67
▶ Disabling of Covers/Inserts Mode	Disabled	67
▶ Disable Manual Finishing*1	Disabled	67
● Device Control		67
▶ Disabling of Document Feeder	Disabled	67
▶ Disabling of Duplex	Disabled	67
▶ Disabling of Large Capacity Cassette*2	Disabled	67
▶ Disabling of Tray Settings	Disabled	67
▶ Disabling of Bypass-Tray*3	Disabled	67
▶ Disabling of Inserter*1	Disabled	67
▶ Disabling of Offset*4	Disabled	67
▶ Disabling of Stapler*4	Disabled	67
▶ Disabling of Saddle Stitch*5	Disabled	67
▶ Disabling of Punch*6	Disabled	68
▶ Disabling of Fold*7	Disabled	68
▶ Disabling of Master Machine Mode	Disabled	68
▶ Disabling of Slave Machine Mode	Disabled	68
● Copy Function Settings		68
▶ Disabling Deletion of Job Programs	Disabled	68
▶ Disabling of Bypass-Tray in Duplex Copy	Disabled	68
▶ Disabling of Auto Paper Selection	Disabled	68
● Printer Settings		68
▶ Prohibit Notice Page Printing	Enabled	68
▶ Prohibit Test Page Printing	Disabled	68
▶ Exclude Bypass-Tray from Auto Paper Select	Disabled	68

Item	Factory default setting	Page
● Image Send Settings		68
▶ Other Disabling		68
◆ Disable Switching of Display Order	Disabled	68
◆ Disable Scan Function		68
• USB Memory Scan	Disabled	
▶ Settings to Disable Registration		68
◆ Disable Registering Destination from Operation Panel	Disabled	68
◆ Disable Registering Destination on Web Page	Disabled	69
◆ Disable Registration Using Network Scanner Tools	Disabled	69
▶ Settings to Disable Transmission		69
◆ Disable [Resend] on Image Send Mode	Disabled	69
◆ Disable Selection from Address Book	Disabled	69
◆ Disable Direct Entry	Disabled	69
◆ Disable PC-I-Fax Transmission*8	Disabled	69
◆ Disable PC-Fax Transmission*9	Disabled	69
● Document Filing Settings		69
▶ Disable Stamp for Reprinting	Disabled	69
▶ Batch Print Settings		69
◆ Selection of [All Users] is not allowed.	Enabled	
◆ Selection of [User Unknown] is not allowed.	Enabled	

*1 When an inserter is installed.
*2 When a large capacity tray is installed.
*3 When a bypass tray is installed.
*4 When a saddle stitch finisher or finisher is installed.
*5 When a saddle unit is installed.
*6 When a punch module is installed.
*7 When a folding unit is installed.
*8 When the Internet fax expansion kit is installed.
*9 When the facsimile expansion kit is installed.

■ Change Administrator Password

Item	Factory default setting	Page
■ **Change Administrator Password**	See "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.	70

■ Product Key

Item	Factory default setting	Page
■ **Product Key***		71
● Serial Number	–	71
● Network Scanner Expansion Kit	–	71
● Printer Expansion Kit	–	71
● PS3 Expansion Kit	–	71
● Color Expansion Kit	–	71
● Internet Fax Expansion Kit	–	71
● E-mail Alert and Status	–	71
● Application Integration Module	–	71

* It may not be possible to use some settings, depending on the peripheral devices installed.

■ Data Backup

Item	Factory default setting	Page
■ **Data Backup**		72
● Storage Backup	–	72
● Device Cloning	–	72

■ Storing/Calling of System Settings

Item	Factory default setting	Page
■ **Storing/Calling of System Settings**		73
● Restore Factory Defaults	–	73
● Store Current Configuration	–	73
● Restore Configuration	–	73

■ Administrator Adjustment

Item	Factory default setting	Page
■ **Administrator Adjustment**		74
● Image Adjustment		74
▶ Edge Adjustment		74
◆ Copy Edge Adjustment (Original Edge Standard Position)	–	
◆ Copy Edge Adjustment (Registration Motor ON Timing)	–	
◆ SPF Original Edge Adjustment (Original Scan Start Position)	–	
▶ Off-Center Adjustment		74
◆ Print Off-Center Adjustment	–	
◆ Original Off-Center Adjustment	–	
● Option Adjustment		75
▶ Finisher*1		75
◆ Staple Position	All 50	
◆ Punch Position (Vertical Scan Direction)*2	50	
▶ Finisher*3		75
◆ Staple Position	50	
◆ Punch Position (Vertical Scan Direction)*2	50	
◆ Punch Position (Main Scan Direction)*2	50	
◆ Saddle Stitch Position*4	All 50	
◆ Saddle Fold Position*4	All 50	
▶ Saddle Unit*5		75
◆ Saddle Stitch Position	All 50	
◆ Saddle Fold Position	All 50	
▶ Paper Folding Unit*6		75
◆ First Fold Position	All 50	
◆ Second Fold Position	All 50	

*1 When a finisher (MX-FNX5) is installed.
*2 When a punch module is installed.
*3 When a finisher (MX-FNX6) or saddle stitch finisher (MX-FNX7) is installed.
*4 When a saddle stitch finisher (MX-FNX7) is installed.
*5 When a saddle unit is installed.
*6 When a folding unit is installed.

User Control

User Control is used to configure settings for user authentication. Touch the [User Control] key to configure the settings.

User Authentication Setting

These settings enable or disable user authentication and specify the authentication method.
When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied. This function allows greater control of security and cost management than on previous machines.
In addition, even if the user information is not stored in the machine, it is possible to log in by directly entering user information stored on an LDAP server. In this case, the login user will be the factory-stored "User". For more information, see "Factory-stored users" (page 29).

- For the procedure for storing users, see "User List" (page 27).
- For more information on login procedures when user authentication is enabled, see "USER AUTHENTICATION" in the User's Guide.

User Authentication

When [User Authentication] is enabled, the login screen appears before an operation is begun in any mode except the job status screen*. You must log in as one of the stored users. (After logging in, you can move freely through the modes.)

* The login screen appears when a document filing file is used or when a broadcast transmission is reattempted from the job status screen.

Authentication Method Setting

This selects the authentication method. When using user authentication, be sure to configure this setting first. The items configured for users stored after the user authentication method is set vary depending on the selected authentication method.

Authenticate a User by Login Name and Password
Standard authentication method using a login name and password.

Authenticate a User by Login Name, Password and E-mail Address
In addition to a login name and password, this authentication method also requires the entry of an e-mail address.

Authenticate a User by User Number Only
This can be used as a simple authentication method when network authentication is not used.

- The login screen will vary depending on the authentication method that is selected. For more information, see "USER AUTHENTICATION" in the User's Guide.
- When "Authenticate a User by User Number Only" is selected for the authentication method, network authentication cannot be used.

Device Account Mode Setting

A specific user can be stored as an auto login user. When this setting is enabled, login can be performed automatically.
This function eliminates the bother of logging in but still allows the settings of the selected user (network settings, favorite operations, etc.) to be applied.

If auto login fails for some reason when auto login is enabled, or the login user does not have administrator rights, all system settings or the system settings (administrator) will lock. In this event, the administrator should touch the [Admin Password] key in the system settings screen and log in again.

Other Settings

Actions when the Limit of Pages for Output Jobs

This setting determines whether or not a job will be completed if the page limit is reached while the job is in progress.
The following selections are available.

- Job is Stopped when the Limit of Pages is Reached
- Job is Completed even when the Limit of Pages is Reached

The Number of User Name Displayed Setting on Operation Panel

The number of users that are displayed in the user selection screen can be selected (6, 12, or 18 users).



This setting also applies to the user selection screen of document filing and the sender selection screen.

A Warning when Login Fails

This setting is used to display a warning and prohibit login for five minutes if login fails three times in a row. This prevents an unauthorized person from attempting to guess a password. (The number of failed login attempts is retained even if the power is turned off.)



Locking of the operation panel for 5 minutes can be canceled by clicking [User Control] - [Default Settings] - [Release the Lock on Machine Operation Panel] in the Web page menu.

Disabling of Printing by Invalid User

Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.



When a print job is executed by a user that is not stored in the machine, the factory-stored "Other User" is used as the login user. For more information, see "Factory-stored users" (page 29).

Default Network Authentication Server Setting

Use this to set the default network authentication server. When a user logs in from the Web page or sends a print job to the machine using user information that is not stored on the machine, the authentication server is not known. This setting is used to specify one of the LDAP servers stored on the machine as the authentication server.



When login is performed by network authentication using user information that is not stored in the machine, the login user will be the factory-stored "User". For more information, see "Factory-stored users" (page 29).

Display Usage Status after Login

When user authentication is enabled, this setting specifies whether or not the page counts of a user appear when the user logs in.

User Information Print

The following lists can be printed.

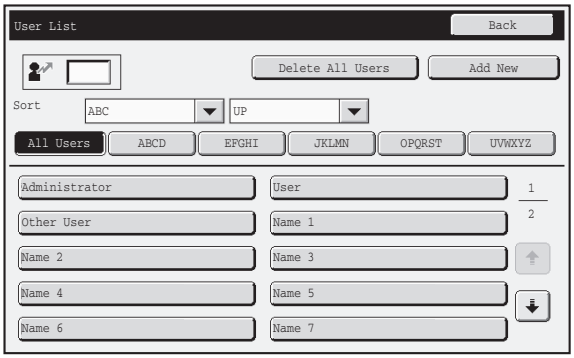
- User List
- List of Number of Pages Used
- Page Limit Group List*
- Authority Group List
- Favorite Operation Group List*
- All User Information Print

Touch the key of the desired list to begin printing.

* Cannot be printed when no groups are stored.

User List

This is used to store, edit, and delete users when user authentication is enabled.
When the [User List] key is touched, the following screen appears.



- **[Add New] key**
 Use this to add a new user.
- **[Delete All Users] key**
 Use this to delete all stored users. (Excluding factory stored users.) This operation can only be performed by an administrator.
- **User List**
 This shows the factory-stored users and the currently stored users. A user can be selected to open an edit/delete screen for the user.

Storing a user

Touch the [Add New] key in the above screen to open a registration screen. Up to 1000 users can be stored.
For more information, see "Settings" (page 28).

Editing/deleting a user

A user can be selected from the list in the above screen to open an edit/delete screen for the user.
For more information, see "Settings" (page 28).
Delete a user with the [Delete] key.

- When auto login is enabled, "Delete All Users" cannot be used.
- The factory-stored users cannot be deleted.

Settings

Item	Description
User Name (Required)	Store the name of the user (max. 32 characters). This user name is used as the key name in the login screen, the document filing user name, and the sender name. (The user name must be unique.)
Apply User Name to Log-in Name.*1	Touch this key to enter the entered user name in the login name.
Initial (Optional)	This determines where the user name will appear in the user list. Up to 5 characters can be entered.
Index	Select the desired custom index. The custom index names are the same as those in the address book.
User Number*2	Enter a user number (5 to 8 digits).
Login Name*1	Enter the login name used when authentication by login name/password is enabled (maximum of 255 characters). (The login name must be unique.)
Password*1, 3	Enter the password used when authentication by login name/password is enabled (1 to 32 characters).
E-mail Address	Enter the e-mail address used in the sender list and for LDAP authentication (maximum of 64 characters).
My Folder	A folder ("My Folder") can be specified as the folder used by the user for document filing. A previously created folder can be selected or you can create and select a new folder.
Authentication Settings*1	Select [Login Locally] or [Network Authentication] (when LDAP is enabled) for "Authentication Settings".
Authentication Server	When [Network Authentication] is selected, select the server to be used for user authentication from the list of LDAP servers stored in the Web pages.
Pages Limit Group	Specify page limits for the user by selecting one of the stored page limit groups. The factory default setting is [Unlimited]. For more information, see "Page Limit Group List" (page 30) .
Authority Group	Specify the authority of the user by selecting one of the stored authority groups. The factory default setting is [User]. For more information, see "Authority Group List" (page 31) .
Favorite Operation Group	The favorite operation group that will be applied at login appears. The setting can be changed in the [User Control] menu in the Web pages.

*1 Does not appear when "User Number" is selected for the authentication method.
*2 Only appears when "User Number" is selected for the authentication method.
*3 Not required when network authentication is used, as the password stored in the LDAP server is used.

Factory-stored users

The following users are stored in the machine at the factory.

- **Administrator**: Factory-stored account for the administrator of the machine.
- **User**: This is used when network authentication is used and a login name not stored in the machine is directly entered. (This cannot be selected in the login user screen.)
- **Other User**: This is used when a print job is executed using invalid user information. (This cannot be selected in the login user screen.)

For settings related to each of the users, see the following table.

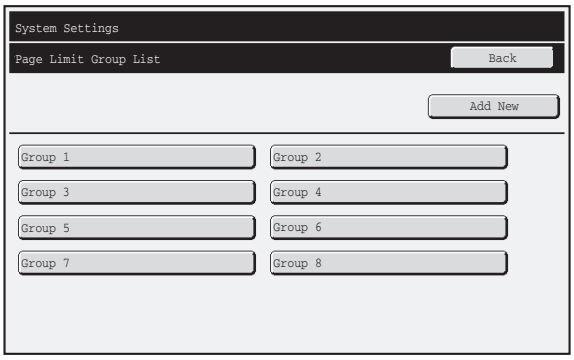
User Name	Administrator	User	Other User
Login Name	admin	users	Other
Password	(See the Safety Guide.)* 1	users*1	–
My Folder	Main Folder		
Authentication Settings	Login Locally		–
Pages Limit Group	Unlimited*1		
Authority Group*2	Admin	User*1	Guest*1
Favorite Operation Group	Following the System Settings*1		

*1 Items that can be changed.

*2 For detailed information of each of the settings, see "List of settings and factory default settings of template groups" (page 32).

Page Limit Group List

This is used to store groups of Account Limit Settings. The page limits for each user are specified by selecting one of these stored groups when the user is stored.
When the [Page Limit Group List] key is touched, the following screen appears.



- **[Add New] key**
 Use this to add a new group.
- **List display**
 This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing a page limit group

Touch the [Add New] key in the above screen to open a registration screen. Up to 8 groups can be stored.
For more information, see "Settings".

Editing a page limit group

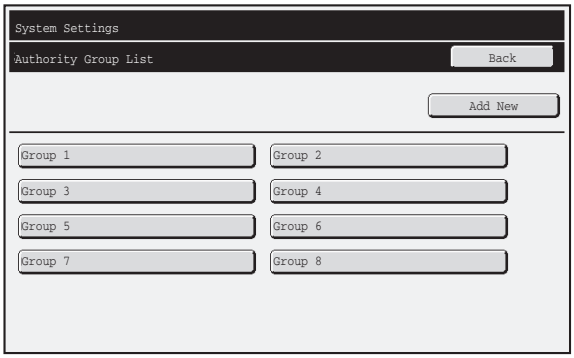
A group can be selected from the list in the above screen to open an edit/delete screen for the group.
For information on the settings, see "Settings".
To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to [Unlimited] in the editing screen.

Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Function names	The names of the functions that can be configured are displayed. Set a limit for each function.
Page Limit	When [Prohibited] is selected for a mode, input and output from the mode are prohibited. When [Unlimited] is selected for a mode, there is no limit to the number of pages that can be input/output in that mode. When [Limited] is selected, enter a limit (1 to 99999999 pages).

Authority Group List

Use this to store groups of user authority settings. The authority of each user is specified by selecting one of these stored groups when the user is stored.
When the [Authority Group List] key is touched, the following screen appears.



- **[Add New] key**
 Use this to add a new group.
- **List display**
 This shows the currently stored groups. A group name can be selected to open an edit/delete screen for that group.

Storing an authority group

Touch the [Add New] key in the above screen to open a registration screen. Up to 8 groups can be stored.
For information on the settings, see "List of settings and factory default settings of template groups" (page 32).

Editing an authority group

A group can be selected from the list in the above screen to open an edit/delete screen for the group. For information on the settings, see "List of settings and factory default settings of template groups" (page 32).
To return a group to the factory default state, set "Select the Group Name to be the Registration Model" to [Admin], [User], or [Guest].

List of settings and factory default settings of template groups

Item	Description		
Group Name	Store the name of the group (max. 32 characters).		
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied. The factory default groups and their settings are shown below.		
	Admin	**User**	**Guest**
Copy			
Copy	Allowed	Allowed	Allowed
Special Modes Usage	Allowed	Allowed	Prohibited
Printer			
Printer	Allowed	Allowed	Allowed
FTP Pull Print	Allowed	Allowed	Prohibited
USB Memory Direct Print	Allowed	Allowed	Prohibited
Image Send			
Approval Settings for Each Mode			
• E-mail • FTP • Desktop • Network Folder • USB Memory • Internet Fax Send • PC-I-Fax Send • Fax Send • PC-Fax Send	All allowed	All allowed	All allowed
Color Scan	Allowed	Allowed	Prohibited
Special Modes Usage	Allowed	Allowed	Prohibited
Approval Setting for Addressing			
• Approval Setting for Direct Entry • Approval Setting to Use a Local Address Book • Approval Settings to Use a Global Address Book	All allowed	All allowed	All allowed
Document Filing			
Scan to HDD			
• Color Mode Approval Setting	All allowed	All allowed	Only Black & White Allowed
• Special Modes Usage	Allowed	Allowed	Prohibited
Prints (Document Filing)			
• Prints (Document Filing)	Allowed	Allowed	Allowed
• Special Modes Usage	Allowed	Allowed	Prohibited

Item	Description		
Common Functions			
Approval Settings for 2-Sided Print	1-Sided/2-Sided Approved	1-Sided/2-Sided Approved	1-Sided/2-Sided Approved
Output Approval Settings	All allowed	All allowed	All allowed
System Settings			
System Settings*	Allowed However you do not have the authority to set the item below. • Change Administrator Password • Device Cloning • Administrator Adjustment	Only user authority settings are allowed	All settings prohibited
Web Settings Operational Authority			
Display of Device /Network Status	Allowed	Allowed	Prohibited
Power Reset		Prohibited	
Machine Identification		Prohibited	
Network Settings		Prohibited	
Application Settings (Excluding Registration of Pre-set Text/Forward Table)		Prohibited	
Registration of Pre-set Text/Forward Table		Allowed	
E-mail Alert and Status		Prohibited	
Job Log Setting		Prohibited	
Port Control/ Filter Settings		Prohibited	
Storage Backup		Prohibited	
Custom Link Setting		Prohibited	

* For detailed information, see the system setting explanations in this manual and the manuals for each of the modes.

Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

Favorite Operation Group List

This is used to store favorite operation groups and home screens.

This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Favorite Operation Group Registration

Sets of preferred settings can be as groups. For example, a user who speaks a different language would normally have to change the display language each time he or she uses the machine; however, by storing the language in a favorite operation group, the language is automatically selected when the user logs in.

Settings

Item	Description
Group Name	Store the name of the group (max. 32 characters).
Select the Group Name to be the Registration Model	Select one of the previously stored groups for use as a template for the new group. When selected, the group's settings are applied.
Copy	
Initial Status Settings	Select settings for Paper Tray, Exposure Type, Copy Ratio, Duplex, and Output.
Image Send	
Initial Status Settings	Select settings for Resolution, Exposure, and File Format. Store the default fax sender name and number.
Document Filing	
Scan to HDD: Initial Status Settings	Select settings for Color Mode, Default Storage Format, Resolution, Exposure, and Compression Ratio.
Prints (Document Filing)	Set the default output tray for document filing print.
System Settings	
Original Size Detector Setting	Select whether inch sizes or AB sizes are detected, or disable detection on the document glass.
MFP Display Language Setting	The language that appears in the touch panel can be changed.
Key Operation Setting	This sets the amount of time until key input is registered when a key is touched. This can also be used to disable key repeat.
Keys Touch Sound	This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.
Keyboard Select	The layout of the keyboard that appears in text entry screens can be changed.
MFP Display Pattern Setting	One of six color patterns can be selected for the color pattern in the touch panel. A sample of the selected pattern can be viewed.
Home Screen Settings	Use this to configure the home screen that appears when the [HOME] key is pressed.
Customize Key Setting	
Customize Key Setting	Short-cuts to functions that are frequently used can be displayed in the base screen of each mode. For more information, see the manuals for each mode.

Home Screen List

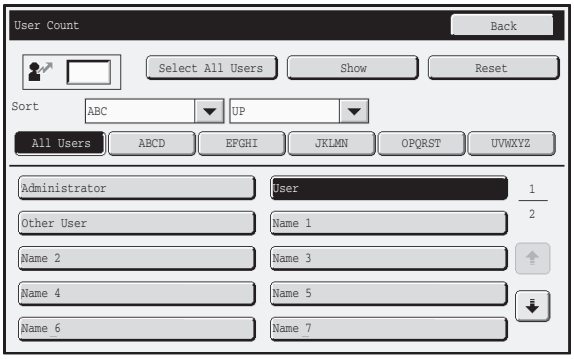
Home screen settings must be previously stored. Select a home screen when storing a favorite operation group.

Settings

Item	Description
Home Screen Name	Enter a maximum of 32 characters for the home screen name.
Select the Home Screen to be the Registration Model	Select one of the previously stored home screens as a template for the new home screen. When selected, the home screen's settings are applied.
Display Title	Show a title on the home screen.
Title	Enter a maximum of 70 characters for the title name.
Display User Name	Show the currently logged-in user name on the home screen.
Display Date	Show the date and time on the home screen.
Background Image	The background image can be selected from the list. A sample view of the selected image will appear.
Select Template	A template for the design of the home screen can be selected from the list. A sample of the selected template can be viewed.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Key Number	Select the number of the key that you want to set, referring to "Key Layout of the Screen".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

User Count

This displays the total number of pages printed by each user.
When the [User Count] key is touched, the following screen appears.



- **[Select All Users] key**
 This selects all users.
- **[Show] key**
 This shows the counts of the selected user.
- **[Reset] key**
 Use this to reset the counts of the selected user.
- **User List**
 This shows the factory-stored users and the currently stored users. To select a user, select the user name.

Showing user count

Select a user in the above screen and touch the [Show] key. The counts of that user will appear.

Item	Settings
Previous	This shows the previous user (in the order of the registration numbers).
Next	This shows the next user (in the order of the registration numbers).
Show Counts	The counts and the number of pages remaining of the selected user are shown by function. The page limit set for the user appears in parentheses below the count.

- Counts of devices that are not installed do not appear.
- A user count can be saved in the screen that appears when [User Control] - [User Count] - [Save User Count] is selected in the Web page menu.

Resetting user counts

Select a user in the setting screen and touch the [Reset] key. A count reset screen for that user will appear.
The reset screen will vary depending on whether a single user or multiple users were selected. The items displayed in each case are described in the table below.

When a single user is selected

Item	Description
Previous	This shows the previous user (in the order of the registration numbers).
Next	This shows the next user (in the order of the registration numbers).
Clear All Counts	Reset all items of the selected user to "0".
Clear Count	Reset the count of the selected item to "0".
Show Counts	The counts and the number of pages remaining of the selected user are shown by function.

When multiple users are selected

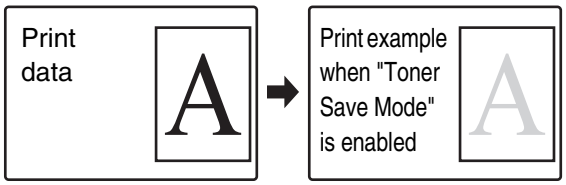
Item	Description
Clear All Count	Reset all items of the selected users to "0".
Clear Count	Reset the count of the selected item to "0".

Energy Save

The Energy Save settings help reduce power costs. From an environmental perspective, these settings also help reduce pollution and conserve natural resources. Touch the [Energy Save] key to configure the settings.

Toner Save Mode

You can reduce the amount of toner used for printing.



[Print] in Toner Save Mode is only effective when the machine's printer driver is not used. When the printer driver is used, the printer driver setting takes precedence.
This function may not operate in some applications and operating systems.

Auto Power Shut-Off

This setting enables or disables Auto Power Shut-Off. Remove the checkmark if you prefer that Auto Power Shut-Off does not operate.
When the set duration of time elapses after printing ends, Auto Power Shut-Off activates and causes to machine to go on standby at a minimal level of power consumption.
This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.
If you prefer that auto power shut-off activates as little as possible, it is recommended that you try lengthening the time setting after which activation takes place rather than disabling the function altogether. (The time setting is changed using "Auto Power Shut-Off Timer" below.)

Auto Power Shut-Off Timer

The time until Auto Power Shut-Off activates can be set to any number of minutes from 1 to 240.
Select the time that best suits your workplace needs.

The timer setting will not be effective if Auto Power Shut-Off is disabled using "Auto Power Shut-Off".

Preheat Mode Setting

The time until Preheat Mode activates can be set to any number of minutes from 1 to 240.
Preheat Mode will activate when the set duration of time elapses after printing ends and no further operations are performed. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.
Select the time that best suits the needs of your workplace.

Preheat mode cannot be disabled.

Operation Settings

Settings related to machine operation can be configured. Touch the [Operation Settings] key to configure the settings.

Other Settings

Keys Touch Sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at initial values when setting the ratio in copy mode or when adjusting the exposure in any mode.

Screen in which setting is effective	Initial value
Ratio setting screen in base screen of copy mode	Ratio 100%
Exposure adjustment screen in base screen of copy mode	Exposure level: 3 (medium)
Exposure adjustment screen in base screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen for Scan to HDD in document filing mode	

Auto Clear Setting

The time until Auto Clear activates can be set to any number of minutes from 10 to 240.
If the machine is not used for the duration of time set here, the auto clear function will clear any settings that have been selected and return the screen to the base screen of copy mode or the job status screen.

Cancel Auto Clear Timer
This is used to disable the auto clear function.

Message Time Setting

The duration of time that messages appear in the touch panel (the time until a message is automatically cleared) can be set to any number of seconds from 1 to 12.

MFP Display Language Setting

The language that appears in the touch panel can be changed.

When user authentication is enabled and a display language is specified in the favorite operation group, that setting is given priority.

Disabling of Job Priority Operation

This disables the job priority function and hides the [Priority] key in the job status screen.

Disabling of Bypass Printing

This is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Key Operation Setting

This setting determines how long a key in the touch panel must be touched until the key input is registered. The time can be set from 0 to 2 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.

Disable Auto Key Repeat
This is used to disable key repeat.
Key repeat causes a setting to change continuously while a key is touched, not only each time the key is touched.

Disabling of Clock Adjustment

This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode

This setting is used to prohibit the use of the covers and inserts function.

Disable Manual Finishing

(When the Inserter is installed.)

This prohibits off-line output.

Initial Original Count Setting

This specifies whether or not "Original Count" in the special functions is enabled for each function.

Copy

- Copy

Image Send

- Scan
- Internet Fax
- Fax Job
- Data Entry

Document Filling

- Scan to HDD

Customize Key Setting

Short-cuts to functions that are frequently used can be displayed in the base screen of each mode.
For more information, see the manuals for each mode.
The settings are shown below.

Item	Description
Customized Keys 1 - 3	Enter a name for the customized key (maximum of 14 characters).
Item	Select the function that you want to assign to the key. The functions that can be selected vary by mode.
Return to the Defaults	This returns all customized keys to their factory default state.

This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

Home Screen Settings

Use this to configure the home screen that appears when the [HOME] key is pressed.
The settings are shown below.

Item	Description
Display Title	Show a title on the home screen.
Title	Enter a maximum of 70 characters for the title name.
Display User Name*	Show the currently logged-in user name on the home screen.
Display Date	Show the date and time on the home screen.
Background Image	The background image can be selected from the list. A sample view of the selected image will appear.
Select Template	A template for the design of the home screen can be selected from the list. A sample of the selected template can be viewed.
Key Layout of the Screen	The layout of the keys in the home screen is displayed.
Key Number	Select the number of the key that you want to configure, referring to "Key Layout of the Screen".
Key Name	The name of the key selected in "Key Number" can be changed (maximum of 48 characters).
Link Item	Specify the function that you want to use in the key selected in "Key Number".

* Does not appear when user authentication is not enabled.

This setting can only be configured in the Web pages. It cannot be configured in the touch panel of the machine.

MFP Display Pattern Setting

One of six color patterns can be selected for the color pattern in the touch panel.
A sample of the selected pattern can be viewed.

Device Control

These settings control devices installed on the machine. Touch the [Device Control] key to configure the settings.

Other Settings

Original Feeding Mode

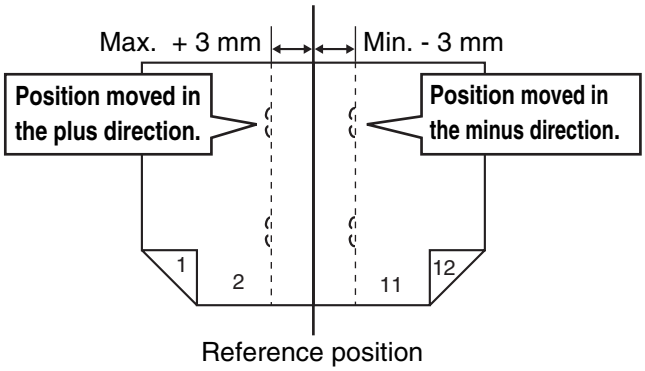
The following original feeding modes can be set to operate by default in copy, Scan to HDD, and image send modes. When a mode is frequently used, this saves you from having to select the mode in the special modes each time you need to use it.

- Mixed Size Original (Same Width/Different Width)
- Slow Scan Mode

Saddle Stitch Position Adjust

(When a saddle stitch finisher or saddle unit is installed.)

This setting is used to adjust the stapling position (folding position) of the pamphlet staple function. The value can be adjusted in increments of 0.2 mm within a range of ±3.0 mm from the home position of each paper size.



Depending on the saddle unit / saddle finisher settings in "Option Adjustment" (page 75) (saddle stitch position, folding position), adjustment within ±3 mm may not be possible.

Auto Paper Selection Setting

The paper types* that the Auto Paper Selection function will select can be specified. Select one of the following settings:

- Plain Paper
- Plain and Recycle Paper
- Recycle Paper

The Auto Paper Selection function will not select any paper types other than the paper types specified with this setting.

* The paper type set for each paper tray using "Paper Tray Settings" in the system settings.

Tandem Connection Setting

When two machines are used as network printers using TCP/IP protocol, use this setting to configure the port number and IP address of the machine used as the tandem slave machine.

Disabling of Master Machine Mode

To prohibit tandem transmission, enable this setting. (There is normally no need to enable this setting.)

Disabling of Slave Machine Mode

To prohibit tandem reception, enable this setting. (There is normally no need to enable this setting.)

- The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, do not change the port number.
- To use the tandem function when user authentication is enabled, the same login name and password must be used on both the master machine and slave machine. If the same login name and password are not used, the page count may not be added to the appropriate user count or only the master machine may print.

Detect Standard in Auto Color Mode

(When the color expansion kit is installed.)

When the color mode is set to auto in image send mode, the discrimination point for detecting whether originals are color or black and white can be set to one of 5 levels. To make it easier to detect a black and white original, adjust the setting toward [Closer B/W]. To make it easier to detect a color original, adjust the setting toward [Closer color].

Double Feed Detection Setting

(MX-M950/M1100 only)

When this function is enabled, a detection function will activate, feeding will stop, and a message will appear if a paper or original double-feed occurs. In this event, follow the instructions in the message.
This function can be enabled separately for the automatic document feeder and for each tray.

- The detection function does not operate when transparency film or label sheets are used.
- When media with a special coating is used, the detection function may activate even though a double-feed has not occurred.

Status Indicator Setting

The illumination pattern when the status indicator is green can be specified. Select pattern 1 or pattern 2.

Pattern 1

Solidly lit: Paper feeding or output
Blinking: Scanning original
Off: Standby

Pattern 2

Solidly lit: Ready to receive job
Blinking: Processing job (scanning original, paper feeding, output)
Off: Not ready to receive job

Optimization of a Hard Disk

This function optimizes the hard drive of the machine by defragmenting data. If a job is in progress, a message will appear and optimization will not begin until the job is finished. During optimization, the following operations are not possible:

- Web page access, reception of print data
- Use of keys on the operation panel
- Turning off the power with the main power switch of the machine.
- Auto Power Shut-Off

When optimization is completed, the machine will automatically restart.

When the document filing function is frequently used and output of files seems somewhat slow, optimizing the hard drive may improve performance.

Clear All Job Log Data

This is used to clear the entire job log. (There is normally no need to use this function.)
A log file is kept of jobs run on the machine. The job log can be used to check general use of the machine. The job log can be written to a computer in CSV format using a Web browser.

Original Size Detector Setting

One of the 7 groups of standard original sizes shown below can be selected for detection by the original size detection function.

Selections	Detectable original sizes	
	Document Glass	Document Feeder (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, A5R, B4, B5, B5R, 8-1/2" x 11", 8-1/2" x 14", 11" x 17"
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, A5R, B4, B5, B5R, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
AB-3	A3, A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, A5R, B4, B5, B5R, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
AB-4	A3, A4, A4R, A5, B5, B5R, 8-1/2" x 13-2/5"	A3, A4, A4R, A5, A5R, B4, B5, B5R, 11" x 17", 8-1/2" x 11", 8-1/2" x 13-2/5"
INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, A4, B4, B5, B5R
INCH-2	11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 216 mm x 330 mm (8-1/2" x 13"), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, A4, B4, B5, B5R
INCH-3	11" x 17", 8-1/2" x 13-2/5", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13-2/5", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, A3, A4, B4, B5, B5R

Cancel Detection at Document Glass

Original size detection on the document glass can be disabled. When this is done, all originals placed on the document glass are treated as special size originals.

Disabling of Devices

Use these settings when a peripheral device on the machine has failed or when you wish to temporarily disable a device.

Disabling of Document Feeder

Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex

This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette

(When a large capacity tray is installed.)

This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Tray Settings

This setting is used to prohibit tray settings (except for the bypass tray).

Disabling of Bypass-Tray

(When a bypass tray is installed.)

Use this setting to prohibit the use of the bypass tray, such as when it fails.

Disabling of Inserter

(When an inserter is installed.)

This setting is used to prohibit the use of the inserter, such as when it malfunctions.

Disabling of Offset

(When a saddle stitch finisher or finisher is installed.)

This setting is used to disable the offset function.

Disabling of Stapler

(When a saddle stitch finisher or finisher is installed.)

This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of Saddle Stitch

(When a saddle unit is installed.)

Use this setting to prohibit pamphlet stapling, such as when the saddle stitch unit fails.

Disabling of Punch

(When a punch module is installed.)

This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

Disabling of Fold

(When a folding unit is installed.)

Use this to prohibit paper folding, such as when the folding unit fails.

Copy Settings

The following settings are related to copying. Touch the [Copy Settings] key to configure the settings.
Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Initial Status Settings

The copier settings are reset when the [POWER] key (⏻) is turned on, when the [CLEAR ALL] key (CA) is pressed, or when the auto clear interval has elapsed. These settings are used to change the default settings for copy mode.
The following settings can be changed:

Item	Description
Paper Tray	Specify the paper tray that is selected by default.
Exposure Type	Configure exposure mode settings.
Copy Ratio	Specify the copy ratio that is selected by default.
2-Sided Copy	Configure the 2-sided mode settings that are selected by default. If this setting is used to change the default setting for the duplex function to other than "1-Side to 1-Side" and the duplex function or automatic document feeder fails or is disabled, the setting will revert to "1-Side to 1-Side".
Output	Set the print output method and output tray that are selected by default.
Return to the Defaults	This returns all items to the factory default settings.

Other Settings

Copy Exposure Adjustment

This is used to adjust the exposure level when [Auto] is used for the copy exposure.
Select separate settings for the document glass and for the automatic document feeder.

Rotation Copy Setting

When the original and paper are placed in different orientations, this function automatically rotates the image 90 degrees to enable correct copying on the paper.

- Image rotation can only take place when automatic paper selection or automatic ratio selection is enabled.
- The Rotation Copy setting must be enabled when copying a 5-1/2" x 8-1/2" (A5) size original on 5-1/2" x 8-1/2"R (A5R) paper.

Add or Change Extra Preset Ratios

Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.

Preset ratios other than added preset ratios cannot be changed.

Setting a Maximum Number of Copies

This is used to set the maximum number that can be entered for the number of copies (number of continuous copies). Any number from 1 to 9999 can be specified.

Initial Margin Shift Setting

This is used to set the default margin shift amount. Specify a value from 0" (0 mm) to 1" (20 mm) in increments of 1/8" (1 mm) for both the front and reverse sides.

Erase Width Adjustment

This is used to set the default erase width for erase copy. Specify a value from 0" (0 mm) to 1" (20 mm) in increments of 1/8" (1 mm) for both edge erase and center erase.

The default settings configured here are applied to copy mode, document filing mode, and image send mode.

Card Shot Settings

This is used to set the default original size for the card shot function.
Both the X (horizontal) and Y (vertical) dimensions of the original can be set from 1" (25 mm) to 8-1/2" (210 mm) in increments of 1/8" (1 mm).

Fit to Page
Enable this setting to have the [Fit to Page] key always appear in the card shot screen.

The default settings configured here are applied to copy mode and document filing mode. The default settings are not applied to "Card Shot" of image send mode.

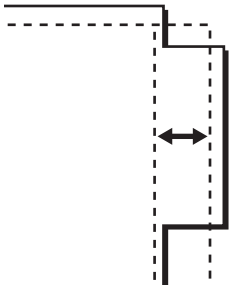
Automatic Saddle Stitch

(When a saddle stitch finisher or saddle unit is installed.)

This is used to have saddle stitch stapling take place automatically when the pamphlet copy function is used.

Initial Tab Copy Setting

This is used to set the default image shift width (tab width) for tab copying.
The default width can be set from 0" (0 mm) to 5/8" (20 mm) in increments of 1/8" (1 mm).



Disabling Deletion of Job Programs

This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy

This is used to prohibit the use of the bypass tray when making two-sided copies.
The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection

This setting is used to disable the Auto Paper Selection function.
When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Auto Selection Setting of Tray that is Supplied the Paper

When this setting is enabled and paper is loaded in a tray while the machine is on standby in copy mode, that tray is automatically selected.

600dpi x 600dpi Scanning Mode for Document Feeder

The resolution used when scanning originals on the document glass can be set to 600 x 600 dpi (high quality mode).
When this setting is disabled, originals are scanned at 600 x 300 dpi.
When high quality mode is used, fine print and thin lines are reproduced with greater clarity, however, the scanning speed is slower.

When this setting is enabled to give priority to job speed, the following conditions must all be met in order for scanning to take place at the set resolution.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.

Quick Scan from Document Glass

The resolution used when scanning originals on the document glass can be set to 600 x 300 dpi (speed priority mode).
When this setting is disabled, originals are scanned at 600 x 600 dpi.
When high speed mode is selected, the first copy time is quicker, however, the copy image is not as clear.

When this setting is disabled to give priority to job speed, the following conditions must all be met in order for scanning to take place at the set resolution.

- The copy ratio must be set to 100%.
- Do not select a special mode that will change the ratio.

Network Settings

Network settings are described below. Touch the [Network Settings] key to configure the settings.

When any of these settings are changed, you must exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the new settings take effect.

IP Address Setting

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine.
The settings are shown below.

IP Address
Enter the IP address of the machine.

IP Subnet Mask
Entry the IP Subnet Mask.

IP Gateway
Enter the IP Gateway address.

DHCP
Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

- If the machine will be used on a TCP/IP network, be sure to enable "Enable TCP/IP" below.
- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.

Enable TCP/IP

To use the machine on a TCP/IP network, this setting must be enabled.

Enable NetWare

To use the machine on a NetWare network, this setting must be enabled.

Enable EtherTalk

To use the machine on an EtherTalk network, this setting must be enabled.

Enable NetBEUI

To use the machine on a NetBEUI network, this setting must be enabled.

Reset the NIC

This returns all "Network Settings" to the factory default settings.

Ping Command

Use this function to check if the machine can communicate with a computer on the network. Specify the IP address of the desired computer and touch the [Execute] key. A message will appear indicating whether or not the computer responded.

Printer Settings

Settings related to the printer function can be configured. Touch the [Printer Settings] key to configure the settings.

These settings can be configured when the printer expansion kit is installed.

Default Settings

Printer condition settings are described below.

Prohibit Notice Page Printing

This setting is used to disable printing of notice pages.

Prohibit Test Page Printing

This setting is used to disable printing of test pages. When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

A4/Letter Size Auto Change

When printing an A4 size image, this setting allows letter size paper to be used if A4 size paper is not loaded.

Print Density Level

This lightens or darkens the print density of images. The print density can be adjusted to five levels.

Bypass Tray Settings

(When a bypass tray is installed.)

Enable Detected Paper Size in Bypass Tray
This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.

Enable Selected Paper Type in Bypass Tray
This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.

Exclude Bypass-Tray from Auto Paper Select
When [auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special media is often placed in the bypass tray.

Job Spool Queuing

When this function is enabled, received print jobs are displayed in the spool queue of the job status screen. The jobs are moved to the job queue after they have been analyzed by the machine. Multiple jobs that have not yet been analyzed can appear in the spool queue. When this function is disabled, received print jobs are displayed in the job queue without being displayed in the spool queue. However, when an encrypted PDF job is printed, the job appears in the spool queue.

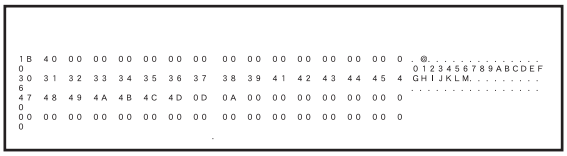
Interface Settings

These settings are used to control and monitor data transmitted to the USB port or network port of the machine.

Hexadecimal Dump Mode

This function is used to print the print data from a computer in hexadecimal format together with the corresponding ASCII text. This allows you to check whether or not print data from the computer is being transmitted to the machine correctly.

Example of a hexadecimal dump



I/O Timeout

The I/O timeout can be set to any number of seconds from 1 to 999.
The I/O timeout function temporarily breaks the connection if the set duration of time elapses without any data being received by the port. After the connection is broken, the port is set to auto selection or the next print job is begun.

Enable USB Port

This is used to enable printing from the USB port.

USB Port Emulation Switching

If the machine is connected using the USB port, select the emulated printer language.
The settings are shown below.

- Auto
- PostScript*
- PCL

* When the PS3 expansion kit is installed.

- The settings are the same as those of "Network Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Enable Network Port

This is used to enable printing from the network port.

Network Port Emulation Switching

This setting is used to select the emulated printer language when the machine is connected by a network port.
The settings are shown below.

- Auto
- PostScript*
- PCL

* When the PS3 expansion kit is installed.

- The settings are the same as those of "USB Port Emulation Switching".
- Unless printer errors occur frequently, it is recommended that you use the factory default setting "Auto".

Port Switching Method

This setting is used to select when port switching takes place.

Switch at End of Job
The port changes to auto selection when printing ends.

Switch after I/O Timeout
When the time set in "I/O Timeout" elapses, the port changes to auto selection.

The following two print ports are available on the machine:

- USB port
- Network port

Image Send Settings

Settings related to the image send function (scan, Internet fax, etc.) can be configured. Touch the [Image Send Settings] key to configure the settings.

For explanations of settings related to the fax function, see "2. SYSTEM SETTINGS FOR FAX (ADMINISTRATOR)" (page 76).

Operation Settings

The operation settings below apply to all image send functions.

Other Settings

Default Display Settings

You can select one of 5 base screen types for the base screen that appears when the [IMAGE SEND] key is touched or when the [CLEAR ALL] (CA) key is pressed in image send mode.

- Address Book
- Scan
- Internet Fax
- Fax
- Data Entry

Hold settings for a while after scanning has been completed
Use this setting to hold the settings after scanning is completed (until Auto Clear Mode activates).

Switch Automatically to Copy Mode Screen
Enable this setting to have the screen automatically switch to the copy mode screen if no action is taken in the image send mode screen for 20 seconds.

Address Book Default Selection

One of the following screens can be specified for the initial address book screen.

Tab Switch

- ABC
- Group

Address Type

- All
- E-mail
- FTP/Desktop
- Network Folder
- Internet Fax
- Fax
- Group

Initial Resolution Setting

The following settings are available for the default resolutions of scan, Internet fax, and fax mode.

Scan : 100X100 dpi, 200X200 dpi, 300X300 dpi, 400X400 dpi, 600X600 dpi

Internet fax : 200X100 dpi
200X200 dpi
200X400 dpi
400X400 dpi
600X600 dpi
— Half Tone

Fax: Standard
Fine
Super Fine
Ultra Fine
— Half Tone

Apply the Resolution Set when Stored
When an image stored by document filing is used, this applies the resolution setting that was stored with the image.

Default Exposure Settings

This is used to set the default exposure settings for scanning a document in image send mode. Select [Auto] or [Manual]. When [Manual] is selected, the exposure can be set to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable transmission at a resolution suitable for the original (only in scan mode, data entry mode, and USB memory mode).
The settings are shown below.

- Text/Printed Photo
- Text/Photo
- Text
- Photo*
- Printed Photo*
- Map*

* Does not appear when the exposure is set to [Auto].

Moiré Reduction
This reduces the moiré effect (line pattern) that occurs when printed matter is scanned (only in scan mode, data entry mode, and USB memory mode).

Must Input Next Address Key at Broadcast Setting

This setting is used to require that the [Next Address] key be touched before the next address is entered when performing a broadcast transmission.
When this setting is enabled, the [Next Address] key cannot be omitted even if the next address is entered with a one-touch key.
If a user attempts to enter the next address without touching the [Next Address] key, a double-beep alarm will sound and the entry will be rejected.

Scan Complete Sound Setting

The scan complete sound can be selected.

The Number of File Name/Subject/Body Keys Displayed Setting

This setting is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 6, 12, or 18.

The Number of Direct Address Keys Displayed Setting

Select 5, 10, or 15 for the number of one-touch keys that appear in the address book screen.

Disable Switching of Display Order

This is used to prohibit changes to the order of display (search number order, ascending, descending) in the address book.
When this setting enabled, touching a tab on the address book screen does not change the order. The display order will remain fixed at the order that is in effect when this setting is enabled.

Hold Setting for Received Data Print

(When the Internet fax expansion kit / facsimile expansion kit is installed.)

This function holds received faxes and Internet faxes in memory without printing them. The faxes can be printed by entering a password (factory default setting: 0000) with the numeric keys.

Password
When [Hold Setting for Received Data Print] is enabled, the password (4-digit number) can be changed.



These settings can only be configured when there is no received data in the machine's memory (excluding data in a confidential or relay broadcast memory box).

Default Verification Stamp

(When a stamp unit is installed.)

When the automatic document feeder is used, this setting can be enabled to have each original page stamped after it is scanned.

Settings to Disable Registration

This is used to prohibit the storing of destinations. Storing from the machine, storing from the Web page, and storing from a computer can each be separately prohibited.

Disable Registering Destination from Operation Panel

This disables address control from the machine.
Configure the setting for each of the following items:

- Group
- E-mail
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Registering Destination on Web Page

This disables address control from the Web pages.
Configure the setting for each of the following items:

- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Registration Using Network Scanner Tool

This disables address control from the Network Scanner Tool.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode

This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book

This disables the selection of destinations from the Address Book.
Configure the setting for each of the following items:

- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Direct Entry

This prohibits the direct entry of addresses.
Configure the setting for each of the following items:

- E-mail
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable PC-I-Fax Transmission

(When the Internet fax expansion kit is installed.)

This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission

(When facsimile expansion kit is installed.)

This prohibits PC-Fax transmission.

Scan Settings

Settings related to scanning can be configured.

These settings can be configured when the network scanner expansion kit is installed.

Other Settings

Default Sender Set

The information stored here is used if you do not specify [Reply-To] in the send settings when performing Scan to E-mail.

Sender Name
Enter a default sender name (maximum of 20 characters).

Reply E-mail Address
Enter a default reply address (maximum of 64 characters).

If only the sender name is stored, it will not be used as sender information.

Default Color Mode Settings

(When the color expansion kit is installed.)

Select a default color mode setting in scan mode. The settings are shown below.

- Auto (Mono2, Grayscale*)
- Full Color
- Grayscale
- Mono2

* File format for saving black & white originals scanned using [Auto]

Disable Change of B/W Setting in Auto Mode
This prohibits black & white settings from the base screen when the color mode is set to Auto.

Initial File Format Setting

This is used to set the default file format for Scan to E-mail and USB memory mode when the e-mail address is entered manually by touching the [Address Entry] key.

File Type
PDF, TIFF, JPEG (B/W:TIFF)*, Encrypt PDF

Compression Mode (Compression Ratio)
Black & White: None, MH(G3), MMR(G4)
Color/Grayscale*: Low, Medium, High

Specified Pages per File
When multiple pages are scanned, this is used to generate a separate file for each scanned page (or specified number of pages).
When this setting is enabled, the number of pages per file can be specified.
* When the color expansion kit is installed.

When [JPEG] is selected for the file type, [Specified Pages per File] cannot be selected.

Compression Mode at Broadcasting

This is used to set the compression mode for broadcasting using Scan to E-mail or Internet fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

Black & White
MH(G3), MMR(G4)

Color/Grayscale*
Low, Medium, High
* When the color expansion kit is installed.

Maximum Size of E-mail Attachments (E-mail)

To prevent the transmission of excessively large image files by Scan to E-mail, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].



This setting is linked to "Maximum Size of E-mail Attachments" (page 59) in the Internet Fax Send Settings.

Maximum Size of Data Attachments (FTP/Desktop/Network Folder)

A limit can be set for the size of files that can be sent by Scan to FTP, Scan to Desktop, and Scan to Network Folder. Limits that can be selected are 50 MB, 150 MB, and 300 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].



When a broadcast transmission is performed that includes both e-mail and Internet fax destinations, the limit set in "Maximum Size of E-mail Attachments (E-mail)" is given priority.

Bcc Setting

Enable Bcc
Enable this setting if you wish to use Bcc delivery. When the setting is enabled, the [Bcc] key will appear in the image send address book screen.

Display Bcc Address on the Job Status Screen
This displays Bcc addresses on the job status screen and address list tab.

Disable Scan Function

This is used to disable USB memory scan.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a specific signature at the end of e-mail.
The mail signature to be appended is configured in the Web pages. This setting simply enables or disables the signature.



This setting is linked to "Pre-Setting Mail Signature" (page 59) in the Internet Fax Initial Settings.

Default Address Setting

A default address can be stored that makes it possible to transmit by simply pressing the [START] key () without specifying an address.



- When this setting is enabled, the base screen changes to scan mode.
- Only a single default address can be set for Scan to E-mail, Scan to FTP, Scan to Desktop, and Scan to Network Folder.

I-Fax Settings

These settings can be configured when the Internet fax expansion kit is installed.

I-Fax Default Settings

These settings are used to configure the default settings for Internet fax.

I-Fax Own Name and Address Set

This is used to configure the sender name and address for Internet fax. The entered sender name and address are printed at the top of each fax page you send.

Sender Name

Enter a default sender name (max. of 40 characters).

Own Address

Enter a default sender address (maximum of 56 characters).

Auto Wake Up Print

When the [POWER] key () is "off" (but the main power switch is "on") and an Internet fax is received, this function activates the machine and prints the fax.
When this function is disabled, received Internet faxes are not printed until the [POWER] key () is switched "on".

Compression Setting

This is used to set the default compression mode for Internet fax transmission.
The settings are shown below.

- MH (G3)
- MMR (G4)

Speaker Volume Setting

This is used to adjust the volume of fax receive signals and communication error signals heard through the speaker.
A fax receive signal sounds after the machine checks the mail server and retrieves received faxes. A communication error signal sounds when a delivery failed e-mail is received from the destination Internet fax machine.

Original Print on Transaction Report

When a transaction report is printed, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

This setting will not be effective if "Transaction Report Print Select Setting" below is set to "No Printed Report".

Transaction Report Print Select Setting

This is used to select whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Receiving

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

When a transaction report is printed, you can have part of the first page of the transmitted original printed on the transaction report. For more information, see "Original Print on Transaction Report".

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report stored in the machine's memory automatically print at specified times.
The Image Sending Activity Report can be set to automatically print each time the number of transactions reaches 200, and it can also be set to automatically print at a specified time (once a day only). (The settings can be simultaneously enabled.)

- If you only enable the [Print Daily at Designated Time] setting ☑ and the number of recorded transactions exceeds 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See "List Print (Administrator)" (page 65) in the system settings (administrator).

Body Text Print Select Setting

Image files attached to Internet faxes are normally printed. This setting can be enabled to also have the e-mail body text (subject and message) printed.
This setting also applies to printing of the body text of e-mail messages without file attachments.

A maximum of 5 pages of body text can be printed.

Pre-Setting Mail Signature

A signature can be automatically appended to the end of the body text of e-mail. This is convenient when it is a corporate policy to append a certain signature at the end of e-mail.
The mail signature to be appended is configured in the Web pages. This setting simply enables or disables the signature.

This setting is linked to "Pre-Setting Mail Signature" (page 57) in the Scan Settings.

I-Fax Send Settings

I-Fax Send Settings are described below.

I-Fax Reception Report On/Off Setting

This setting is used to request a reception report when an Internet fax is sent.
The reception report is returned to the sender address stored in "I-Fax Own Name and Address Set" (page 58).

I-Fax Reception Report Request Timeout Setting

The duration of time that the machine will wait for a reception report from the destination machine can be set by any number from 0 minutes to 240 hours in increments of 1 minute.

This setting is only effective when "I-Fax Reception Report On/Off Setting" is enabled.

Number of Resend Times at Reception Error

The number of resend attempts when an error message is received from an I-Fax recipient can be set to any number from 0 to 15.

This setting is only effective when "I-Fax Reception Report On/Off Setting" is enabled.

Maximum Size of E-mail Attachments

To prevent the transmission of excessively large image files by Internet fax, a file size limit can be set from 1 MB to 10 MB in increments of 1 MB. If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded.
If you do not wish to set a limit, select [Unlimited].

This setting is linked to "Maximum Size of E-mail Attachments (E-mail)" (page 57) in the Scan Settings.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees. (The setting can be configured separately for each size.)
8-1/2 x 11", 5-1/2" x 8-1/2"R, A4, B5R, A5R, 16K

8-1/2"x11"R and A4R size images are not rotated.

Printing Page Number at Receiver

When the transmitted image is printed by the receiving machine, the page number can be added to the top of each printed page.

I-Fax Receive Settings

I-Fax Receive Settings are described below.

Auto Receive Reduce Setting

When a fax is received that includes printed information such as the sender's name and address, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.

- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as 8-1/2" x 11" and 8-1/2" x 5-1/2" (A4 and B5).

Duplex Reception Setting

This is used to select whether or not received faxes are printed on both sides of the paper.
When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Set Address for Data Forwarding

When the machine is unable to print a received fax, the fax can be forwarded to another machine. This setting is used to configure the address of the other machine. Enter the forwarding address (maximum of 64 characters).

Multiple forwarding addresses cannot be stored.

A3 RX Reduce

When an A3 size fax is received, this function reduces the fax to W letter size.

When this setting is enabled, W letter size faxes are also reduced.

POP3 Communication Timeout Setting

The duration of time the machine waits until stopping reception when a response is not received from the mail server (POP3 server) can be set from 30 to 300 seconds in increments of 30 seconds.

Reception Check Interval Setting

This is used to specify the interval at which the machine automatically checks the mail server (POP3 server) for received Internet faxes. The interval can be set from 0 minutes to 8 hours in increments of 1 minute.
When 0 hours 0 minutes is specified, the machine does not automatically check the mail server for received Internet faxes.

The machine also checks the mail server (POP3 server) for received Internet faxes when the main power is switched on. (Except when 0 hours 0 minutes is specified.)

I-Fax Output Setting

(When a saddle stitch finisher or finisher is installed.)

This sets the output tray for received Internet faxes. The items that appear will vary depending the machine configuration.

Anti Junk Mail/Domain Name Setting

This setting is used to allow or refuse reception from specified addresses/domains.

Item	Description
All Invalid	Reception from any address and domain is allowed, regardless of whether or not any addresses or domains have been stored.
Allow Reception	Reception from the stored address/domain is allowed.
Reject Reception	Reception from the stored address/domain is not allowed.
Add New	Use this to add a new address or domain (maximum of 50) from which reception is to be rejected or allowed. If the first character of the entry is not "@", the entry is identified as an address. If the first character is "@", the entry is identified as a domain. (xxx@xx.xxx.com is treated as an address, and @xx.xxx.com is treated as a domain.) Storing an address specifies only that address. Storing a domain specifies all addresses that include that domain.
Stored address / domain list	This shows a list of the stored addresses and domains. An address or domain can be selected in this screen to delete it from the list.

When there are no stored anti junk mail addresses, only the [Add New] key can be selected.

Document Filing Settings

Document filing settings are described below. Touch the [Document Filing Settings] key to configure the settings.

Other Settings

Default Mode Settings

This is used to specify which mode, Sharing or Confidential, is used as the default mode when storing a file.
When [Confidential Mode] is selected, the [Confidential] checkbox in the information screen for filing will be selected ☑ .

Sort Method Setting

This setting is used to select the order of display of files stored in the Main Folder, Custom Folder, and Quick File Folder. Select one of the following settings:

- File Name
- User Name
- Date

Administrator Authority Setting

Instead of entering the password that is set for a confidential file or confidential folder, the administrator password can be entered to perform the following operations:

Delete File
The administrator password can be entered to delete a file.

Delete Folder
The administrator password can be entered to delete a folder.

Password Change
The administrator password can be entered to change the password that has been set for a file or folder.

Delete All Quick Files

This function deletes all files except protected files from the Quick File Folder.

Delete quick files at power up. (Protected files exclude)
This is used to automatically delete all files in the Quick File Folder (with the exception of protected files) when the [POWER] key (⏻) is turned "on".

Default Color Mode Settings

(When the color expansion kit is installed.)

This sets the default color mode settings when Scan to HDD is used.
The settings are shown below.

- Auto
- Full Color
- Grayscale
- Mono2 (Hi-Speed Print Mode, Send Allowed Mode)

Default Storage Format Setting

(When the color expansion kit is not installed)

Set the default format for saving document filing and Scan to HDD files to "Hi-Speed Print Mode" or "Send Allowed Mode".

Default Exposure Settings

Default exposure settings for document filing can be configured. Select [Auto] or [Manual]. If you select [Manual], set the exposure to one of 5 levels.

Default Original Image Type

Select the original type beforehand to enable scanning at a resolution suitable for the original.
The settings are shown below.

- Text/Printed Photo
- Text/Photo
- Text
- Printed Photo*
- Photo*
- Map*

* Does not appear when the exposure is set to [Auto].

Moiré Reduction

This reduces the moiré effect (line pattern) that occurs when printed matter is scanned.

Initial Resolution Settings

One of the following resolutions can be selected for the default resolution for Scan to HDD.

- 100X100 dpi
- 200X200 dpi
- 300X300 dpi
- 400X400 dpi
- 600X600 dpi

Color Data Compression Ratio Setting

(When the color expansion kit is installed.)

[Low], [Medium], or [High] can be selected for the default compression ratio for color files stored by Scan to HDD.

Scan Complete Sound Setting

This setting adjusts the volume of the beep that sounds when scanning ends. The beep can also be turned off.

Default Output Tray

(When a saddle stitch finisher or finisher is installed.)

"Top Tray" or "Offset Tray" can be selected for the default output tray for printing files saved using Scan to HDD.

Disable Stamp for Reprinting

When a stored file is retrieved and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.
This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is retrieved and printed.

Batch Print Settings

When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Document Output Options

The use of a stored file can be allowed or prohibited by operation type and by the mode from which the file was stored.

The items that appear will vary depending on the functions that have been added to the machine.

Item	Description
Print	For each mode, select whether or not printing of stored files is allowed.
Scan Send	For each mode, select whether or not scan send of stored files is allowed.
Internet Fax Send	For each mode, select whether or not I-Fax transmission of stored files is allowed.
Fax Send	For each mode, select whether or not fax transmission of stored files is allowed.

Automatic Deletion of File Settings

Time and folder settings can be configured to have files in specified folders (stored by document filing) automatically deleted at a specified time. Up to 3 settings can be stored to be automatically deleted.
The procedure for using this function is as follows:

(1) Select one of [Setting 1] to [Setting 3].
(2) Set the time and date of automatic deletion.
(3) Select the desired folder.
(4) Specify whether or not protected files and confidential files are to be deleted.
(5) Enable the stored settings.

Item	Description
Schedule	Select the automatic deletion cycle. • Every Day: Auto deletion every day at the specified time. • Every Week: Auto deletion at the specified time on the specified day of the week. • Every Month: Auto deletion at the specified time on the specified day of the month.
Folders	To select the folder separately, select [Folder Select] and select the desired folder. To select all folders, including the folder currently being created, select [All Folders (Including folders registered hereafter)].
Delete Protected File	Enable this setting to include protected files in the deletion.
Delete Confidential File	Enable this setting to include confidential files in the deletion.

Delete Now
When this is executed with a folder selected, all files in the folder will be immediately deleted regardless of the date and time setting.

List Print (Administrator)

This is used to print lists and reports that are only for use by the administrator of the machine. Touch the [List Print (Administrator)] key to configure the settings.

It may not be possible to use some settings, depending on the peripheral devices installed.

Administrator Settings List

Lists of the administrator settings for the following modes can be printed.

- Copy
- Print
- Image Send
- Document Filing
- Security
- Common
- All Administrator Settings List

Image Sending Activity Report

The following Image Sending Activity Reports can each be separately printed.

- Image Sending Activity Report (Fax)
- Image Sending Activity Report (Scan)
- Image Sending Activity Report (Internet Fax)

Data Receive/Forward List

The following lists showing reception settings and forwarding settings can be printed.

- Anti Junk Fax Number List
- Anti Junk Mail/Domain Name List
- Inbound Routing List
- Document Admin List

Web Settings List

This prints a list of the settings that are configured in the Web pages.

Metadata Set List

This prints a list of the metadata sets stored in the Web pages.

Security Settings

The following settings are related to security. Touch the [Security Settings] key to configure the settings.

SSL Settings

SSL can be used for data transmission over a network. SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.
SSL can be enabled for the following protocols:

Server Port

- HTTPS: Apply SSL encryption to HTTP communication.
- IPP-SSL: Apply SSL encryption to IPP communication.

Client Port

- FTPS: Apply SSL encryption to FTP communication.
- SMTP-SSL: Apply SSL encryption to SMTP communication.
- POP3-SSL: Apply SSL encryption to POP3 communication.
- LDAP-SSL: Apply SSL encryption to LDAP communication.

Level of Encryption

The encryption strength can be set to one of three levels.

Enable/Disable Settings

The following settings are used to prohibit the use of certain functions. Touch the [Enable/Disable Settings] key to configure the settings.

The Enable/Disable Settings control the same parameters as the enable/disable settings in other settings. The settings are linked together (changing one setting changes the other).

User Control

Disabling of Printing by Invalid User
Printing by users whose information is not stored in the machine, such as printing without entering valid user information in the printer driver or printing of a file on an FTP server from the Web pages, can be prohibited.

Operation Settings

Cancel Auto Clear Timer
This setting is used to disable Auto Clear.

Disabling of Job Priority Operation
The job priority function can be disabled. When this is done, the [Priority] key will not appear in the job status screen.

Disabling of Bypass Printing
This setting is used to disable bypass printing (printing other jobs ahead of a job that has been stopped* because the paper required for the job is not in any of the trays).

* This does not include cases where the paper ran out during the job.

Disable Auto Key Repeat
This setting is used to disable the auto key repeat function.

Disabling of Clock Adjustment
This setting is used to prohibit changing of the date and time.

Disabling of Covers/Inserts Mode
This setting is used to prohibit the use of the covers and inserts function.

Disable Manual Finishing
(When the Inserter is installed.)
This prohibits off-line output.

Device Control

Disabling of Document Feeder
Use this setting to prohibit the use of the automatic document feeder, such as when the feeder malfunctions. (When the setting is enabled, scanning is still possible using the document glass.)

Disabling of Duplex
This is used to disable two-sided printing, such as when the duplex module malfunctions.

Disabling of Large Capacity Cassette
(When a large capacity tray is installed.)
This setting is used to prohibit the use of the large capacity tray, such as when it malfunctions.

Disabling of Tray Settings
This setting is used to prohibit tray settings.

Disabling of Bypass-Tray
(When a bypass tray is installed.)
Use this setting to prohibit the use of the bypass tray, such as when it fails.

Disabling of Inserter
(When an inserter is installed)
This setting is used to prohibit the use of the inserter, such as when it malfunctions.

Disabling of Offset
(When a finisher or saddle stitch finisher is installed.)
This setting is used to disable the offset function.

Disabling of Stapler
(When a finisher or saddle stitch finisher is installed.)
This setting is used to prohibit stapling, such as when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of Saddle Stitch
(When a saddle unit is installed.)
Use this setting to prohibit pamphlet stapling, such as when the saddle stitch unit fails.

Disabling of Punch
(When a punch module is installed.)
This setting is used to prohibit punching, such as when the punch module of the finisher or the saddle stitch finisher malfunctions.

Disabling of Fold
(When a folding unit is installed.)
Use this to prohibit paper folding, such as when the folding unit fails.

Disabling of Master Machine Mode
This prohibits the use of the machine as a master machine for tandem printing.
(Normally this setting is not necessary.)

Disabling of Slave Machine Mode
This prohibits the use of the machine as a slave machine for tandem printing.
(Normally this setting is not necessary.)

Copy Function Settings

Disabling Deletion of Job Programs
This is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of Bypass-Tray in Duplex Copy
This is used to prohibit the use of the bypass tray when making two-sided copies.
The bypass tray is often used to feed label sheets, transparency film, and other special media for which two-sided copying is prohibited. If a sheet of one of these special media enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of Auto Paper Selection
This setting is used to disable the Auto Paper Selection function.
When this setting is enabled, automatic selection of paper that is the same size as the original on the document glass or in the automatic document feeder does not take place.

Printer Settings

Prohibit Notice Page Printing
This setting is used to disable printing of notice pages.

Prohibit Test Page Printing
This setting is used to disable printing of test pages.
When this setting is enabled, "Printer Test Page" in the system settings cannot be used to print test pages.

Exclude Bypass-Tray from Auto Paper Select
When [Auto] is selected for paper type selection, the bypass tray can be excluded from the trays that can be selected. This is recommended when special paper is often placed in the bypass tray.

Image Send Settings

Other Disabling

Disable Switching of Display Order
This is used to prohibit changes to the order of display (search number order, ascending, descending) in the address book.
When this setting is enabled, touching a tab on the address book screen does not change the order. The currently selected display order will be the order that is used after the setting is selected.

Disable Scan Function
This is used to disable USB memory scan.

Settings to Disable Registration

Disable Registering Destination from Operation Panel
This disables address control from the machine.
Configure the setting for each of the following items:
- Group
- E-mail
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Registering Destination on Web Page
This disables address control from the Web pages.
Configure the setting for each of the following items:
- Group
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Registration Using Network Scanner Tools
This disables address control from the Network Scanner Tool.

Settings to Disable Transmission

These settings are used to disable the following transmission operations.

Disable [Resend] on Image Send Mode
This setting disables the [Resend] key in the base screen of image send mode.

Disable Selection from Address Book
This disables the selection of destinations from the address book.
Configure the setting for each of the following items:
- E-mail
- FTP
- Desktop
- Network Folder
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable Direct Entry
This prohibits the direct entry of addresses.
Configure the setting for each of the following items:
- E-mail
- Internet Fax
- Fax

Select All: Select all items.
Clear Checked: Clear all selections.

Disable PC-I-Fax Transmission
(When the Internet fax expansion kit is installed.)
This prohibits PC-I-Fax transmission.

Disable PC-Fax Transmission
(When the facsimile expansion kit is installed.)
This prohibits PC-Fax transmission.

Document Filing Settings

Disable Stamp for Reprinting
When a stored file is retrieved and printed, this setting prohibits the selection of a "Stamp" setting in the special modes. If a stamp setting is already selected, it will not be possible to change the stamp setting.
This function can be used to prevent inconsistencies in the printed information, such as that of the original date in the file and the date the file is retrieved and printed.

Batch Print Settings
When printing files by batch printing, this setting is used to prohibit the selection of the [All Users] key and the [User Unknown] key in the user selection screen.

Change Administrator Password

This is used to change the administrator password. Touch the [Change Administrator Password] key to change the password.

When changing the password, be sure to remember the new password.
It is recommended that you periodically change the administrator password.

Password
Enter the new administrator password (5 to 32 characters).

Password (confirmation)
Enter the new password once again for confirmation purposes.

For the factory default administrator password, see "TO THE ADMINISTRATOR OF THE MACHINE" in the Safety Guide.

Product Key

The procedures for entering the product keys of the expansion kits are explained below. Touch the [Product Key] key to configure the settings.

- It may not be possible to use some settings, depending on the peripheral devices installed.
- For the product key to be entered, contact your dealer.

Serial Number

This displays the serial number that is required to obtain the product key.

Network Scanner Expansion Kit

Enter the product key of the Network Scanner Expansion Kit.

Printer Expansion Kit

Enter the product key of the Printer Expansion Kit.

PS3 Expansion Kit

Enter the product key of the PS3 expansion kit.

Color Expansion Kit

Enter the product key of the Color Expansion Kit.

Internet Fax Expansion Kit

Enter the product key of the Internet fax expansion kit.

E-mail Alert and Status

Enter the product key of e-mail alert and status.

When the fax function is enabled, this is displayed as "E-mail Status".

Application Integration Module

Enter the product key of the application integration module.

Data Backup

Settings and information stored in the machine can be saved to USB memory.

- This function can be enabled when a USB memory device is installed.
- This function cannot be used while the system settings are in use or while a job is being executed.
- Data cannot be imported to models other than the MX-M850/M950/M1100.

Storage Backup

Address book information and user information stored in the machine can be saved to and retrieved from USB memory.

Export

This exports data to USB memory.

Import

Use "Export" to import data written to USB memory back into the machine.

Device Cloning

Device cloning is used to save the machine's setting information in XML format and copy the information to another machine.

This function saves you the trouble of repeatedly configuring the same settings in multiple machines.

Export

This exports data to USB memory.

Import

Use "Export" to import data written to USB memory back into the machine.

The following data is not copied when device cloning is performed:

- List print and fax forwarding items.
- Count and device status display items.
- IP address of the machine, device name, administrator password, sender names for image send, and other information that is specific to the machine.
- Screen contrast, color adjustment, pamphlet stapling positions, and other adjusted values particular to each hardware device.

Storing/Calling of System Settings

The current system settings can be stored, previously stored system settings can be retrieved, and the factory default system settings can be restored. Touch the [Storing/Calling of System Settings] key to configure the settings.

Restore Factory Defaults

This is used to return the system settings to the factory default settings. If you wish to create a record of the current settings before restoring the factory default settings, print the current settings using "List Print (Administrator)" (page 65) in the system settings (administrator).

After executing the reset, exit the system settings, turn off the [POWER] key (), wait a brief interval, and then turn the [POWER] key () back on to make the factory default settings take effect.

Store Current Configuration

This is used to store the currently configured system settings. The stored settings will be retained even if the [POWER] key () is turned off. To retrieve the stored settings, use "Restore Configuration" below.

Items not stored

- Network Settings: These are not stored as unexpected settings may cause damage to the network.
- Product Keys: Product Keys are not stored as reissue of keys may be necessary.
- Administrator Adjustment: This involves mechanical adjustment, and thus is not stored.

Restore Configuration

Use this to restore settings stored with "Store Current Configuration".
The current settings will change to the retrieved settings.

Administrator Adjustment

"Administrator Adjustment" is a special adjustment function for the administrator. This lets the administrator correct the position and size of images and perform fine adjustment of the output positions of peripheral devices.

Image Adjustment

Fine-adjustment of devices related to the image can be performed.

Adjustment is performed at the factory prior to shipment, and thus the initial values of the settings will vary on each unit.

Edge Adjustment

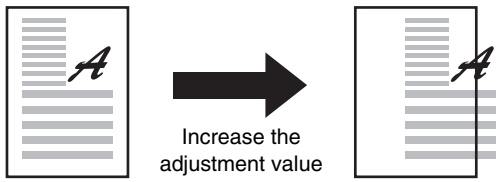
This adjusts the position of the leading edge of the scanned or printed image (the position where the image begins).

Copy Edge Adjustment (Original Edge Standard Position)

This adjusts the position of the leading edge of the original for copying.

Set a number from 10 to 99 (1 = 0.1 mm). A higher number will cause a greater delay in the timing of recognition of the leading edge of the original, moving the leading edge of the scanned image in the direction opposite to the direction of original feeding.

Image

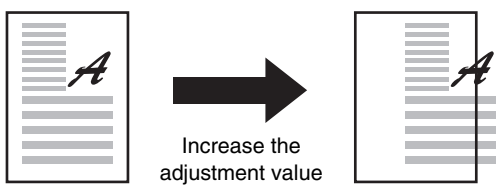


Copy Adjustment (Registration Motor ON Timing)

This adjusts the leading edge of the printed image by adjusting the response speed of the resist roller (the roller that adjusts the printing position on the paper being fed).

Set a number from 1 to 99 (1 = 0.1 mm). A higher number will move the leading edge of the printed image in the direction opposite to the direction of paper feeding. Separate settings can be specified for the feeder and auto duplex unit (ADU).

Image



SPF Original Edge Adjustment (Original Scan Start Position)

This adjusts the position of the leading edge when an original is scanned using the automatic document feeder.

Set a number from 1 to 99 (1 = 0.1 mm). A higher number will cause scanning of the original to start later, moving the leading edge of the scanned image in the direction opposite to the direction of paper feeding. (On the reverse side, the leading edge of the scanned image will move in the direction of paper feeding.) Separate settings can be specified for the front and reverse sides.

Off-Center Adjustment

Image off-center adjustment can be performed.

Print Off-Center Adjustment

This adjusts the center of the printed image in each tray and in the auto duplex unit (ADU).

Set a number from 1 to 99 (1 = 0.1 mm). A higher number moves the image toward the back of the machine.

Original Off-Center Adjustment

This adjusts the center of original scanning on the document glass and in the automatic document feeder.

Set a number from 15 to 85 (1 = 0.1 mm). A higher number moves the image toward the front of the machine.

Option Adjustment

Fine-adjustment of peripheral devices can be performed.

Finisher

(When a finisher (MX-FNX5) is installed.)

This adjusts the staple positions and the punch positions of the finisher.

Staple Position

This adjusts the staple positions for each paper size. Set a number from 46 to 54 (1 = 0.5 mm). A higher number moves the staple position toward the back of the machine.

Punch Position (Vertical Scan Direction)

This adjusts the punch position in the sub scanning direction. Set a number from 44 to 56 (1 = 0.5 mm). A higher number moves the punch position toward the leading edge of the paper.

Finisher

(When a finisher (MX-FNX6) / saddle stitch finisher (MX-FNX7) is installed.)

This adjusts the staple positions and the punch positions of the finisher / saddle stitch finisher.

Staple Position

This adjusts the staple positions. Set a number from 48 to 57 for the front position and a number from 43 to 52 for the back position. A higher number moves the staple position toward the back of the machine.

Punch Position (Vertical Scan Direction)*1

This adjusts the punch position in the sub scanning direction. Set a number from 44 to 56 (1 = 0.5 mm). A higher number moves the punch position toward the leading edge of the paper.

Punch Position (Main Scan Direction)*1

This adjusts the punch position in the main scanning direction. Set a number from 45 to 55 (1 = 0.4 mm). A higher number moves the punch position toward the back of the machine.

Saddle Stitch Position*2

This adjusts the staple position for pamphlet stapling by paper size. Set a number from 35 to 65 (1 = 0.2 mm). A higher number moves the staple position toward the leading edge of the paper.

Saddle Fold Position*2

This adjusts the folding position for pamphlet stapling by paper size. Set a number from 35 to 65 (1 = 0.2 mm). A higher number moves the folding position toward the leading edge of the paper.

*1 When a punch module is installed.

*2 When a saddle stitch finisher (MX-FNX7) is installed.

Saddle Unit

(When a saddle unit is installed.)

Saddle Stitch Position

This adjusts the staple position for pamphlet stapling by paper size. Set a number from 35 to 65 (1 = 0.2 mm). A higher number moves the staple position toward the leading edge of the paper.

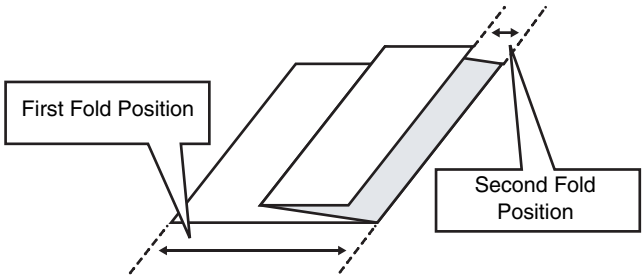
Saddle Fold Position

This adjusts the folding position for pamphlet stapling by paper size. Set a number from 35 to 65 (1 = 0.2 mm). A higher number moves the folding position toward the leading edge of the paper.

Paper Folding Unit

(When a folding unit is installed.)

This adjusts the fold positions of the folding unit for each paper size. A 1st fold position and a 2nd fold position can be set. For the fold positions, see the explanation below.



First Fold Position

This adjusts the distance from the edge of the paper to the 1st fold position. The factory default setting is exactly at the halfway point of the paper. Set a number from 10 to 90 (1 = 0.1 mm). A higher number lengthens the distance.

Second Fold Position

This adjusts the distance between the 1st fold position and the edge of the paper. The factory default setting is a distance of 2 mm. The area that can be selected vary depending on the paper size (1 = 0.1 mm). A higher number lengthens the distance.

2 SYSTEM SETTINGS FOR FAX (ADMINISTRATOR)

This chapter explains system settings for the fax function that require administrator rights.
The system settings for the fax function can only be configured when the facsimile expansion kit is installed.

System Settings for Fax (Administrator) List

When the system settings for fax are accessed with administrator rights, the following items appear.

- For the procedure for using the system settings (administrator), see "Accessing the System Settings (Administrator)" (page 7).
- Depending on the machine specifications and peripheral devices installed, it may not be possible to use some settings.

■ Image Send Settings

Item	Factory default setting	Page
■ **Image Send Settings**		78
● Fax Settings		78
▶ Fax Default Settings		78
◆ Fax Own Name and Number Set	–	78
◆ Dial Mode Setting	Tone	78
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• Line Monitor	Volume: Middle	
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• Fax Communication Error Signal	Volume: Middle; Tone Pattern: 3 Transmission Complete Sound Time Setting: 0.3 sec. each	

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Image Send Settings

Settings related to the image send function (scan, Internet fax, etc.) can be configured. Touch the [Image Send Settings] key to configure the settings.

Fax Settings

Fax Default Settings

The fax settings can be enabled or disabled to suit the needs of your workplace.

Fax Own Name and Number Set

Use this setting to enter the fax number of the machine and the name of the user. The entered name and number are printed at the top of each fax page you send.

Sender Name
Enter the sender name. A maximum of 20 characters can be entered for the sender name.

Fax No.
This is used to set the sender fax number.
To insert a pause between digits of the number, touch the [Pause] key.
To insert a space between digits of the number, touch the [Space] key.

Dial Mode Setting

Select the appropriate setting for your telephone line type.

Dial Mode Setting
Select the line type from the list.

Auto Select
Select this after the line has been connected to have the machine automatically detect whether your line is a pulse dial line or a tone dial line.

Auto Wake Up Print

When the [POWER] key (⏻) is "off" (but the main power switch is "on") and a fax is received, this function automatically activates the machine and prints the fax. When this function is disabled, received faxes are not printed until the [POWER] key (⏻) is switched "on".

Pause Time Setting

Use this to change the length of pauses inserted in fax numbers.
The pause can be changed to any number of seconds from 1 to 15.

Fax Dest. Confirmation Mode

This setting specifies whether or not a destination verification message is displayed when sending a fax in order to prevent accidental transmission to the wrong destination.

Speaker Settings

Use these settings to set the sound heard from the speaker for the Speaker, Ringer Volume, Line Monitor, Fax Receive Complete Signal, Fax Send Complete Signal, and Fax Communication Error Signal. For the Fax Receive Complete Signal, the Fax Send Complete Signal, and the Fax Communication Error Signal, the Tone Pattern and Transmission Complete Sound Time Setting can be selected in addition to the volume.

Check on Setup Sounds
Use this to check the selected tone pattern and volume.

Speaker Volume Details Setting

This enables fine adjustment of the volume levels in the "Speaker Settings". Set volume levels for "Small", "Middle", and "Big".

Remote Reception Number Setting

Fax reception can be activated from an extension phone connected to the machine by entering a 1-digit number and pressing the ✳ key twice on the phone's keypad. This number is called the remote reception number, and you can set it to any number from "0" to "9".

Original Print on Transaction Report

When a transaction report is printed for a memory transmission, this is used to print part of the first page of the transmitted original on the transaction report. Select one of the settings below.

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

This setting will not be effective if "Transaction Report Print Select Setting" below is set to "No Printed Report".

Transaction Report Print Select Setting

This is used to select whether or not a transaction report will be printed, and if printed, the condition for being printed. Select a setting for each of the following operations:

Single Sending

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Broadcasting

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Receiving

- Print Out All Report
- Print Out Error Report Only
- No Printed Report

Confidential Reception

- Print Out Notice Page
- No Printed Report

When a transaction report is printed, you can have part of the first page of the transmitted original printed on the transaction report. For more information, see "Original Print on Transaction Report".

Activity Report Print Select Setting

This is used to have the Image Sending Activity Report that is stored in the machine's memory printed at regular intervals.

The Image Sending Activity Report can be set to automatically print each time the number of transactions reaches 200, and it can also be set to automatically print at a specified time (once a day only). (The settings can be simultaneously enabled.)



- If you only select the "Print Daily at Designated Time" setting ☑ and the number of recorded transactions exceeds 200 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The Image Sending Activity Report can also be printed manually. See "List Print (Administrator)" (page 65).

ECM

Line conditions can sometimes distort a transmitted fax image. When ECM (Error Correction Mode) is turned on, pages that are distorted are automatically re-transmitted.



If the other machine supports Super G3, ECM will function regardless of this setting.

Distinctive Ring Detection

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. Six selections are available.

Fax Send Settings

Settings for fax transmission can be configured.

Auto Reduction Sending Setting

This setting is used to have the size of transmitted faxes automatically reduced to match the size of the paper in the receiving machine.
If the setting is disabled, faxes are sent at full size. Because the size is not adjusted to match the size of the printing paper, part of the received fax may be cut off.

Rotation Sending Setting

When transmitting an image that is one of the following sizes, this function rotates the image counterclockwise 90 degrees. (The setting can be configured separately for each size.)
8-1/2"x11", 5-1/2" x 8-1/2"R, A4, B5R, A5R, 16K

8-1/2" x 11"R and A4R originals are not rotated.

Quick On Line Sending

When this setting is enabled, the machine starts transmitting a fax as soon as the first page is scanned. Transmission takes place at the same time as the remaining pages are being scanned.
If you disable this setting, transmission will not begin until all pages have been scanned. Note that this setting does not apply to manual transmission.

Printing Page Number at Receiver

This setting is used to add the page number to the top of each fax page printed by the receiving machine.

Date/Own Number Print Position Setting

This setting determines the position of the date and sender information printed at the top of faxes by the receiving machine. To add the information at the top of the page outside the scanned image, select [Outside the Original Image]. To add the information inside the scanned image, select [Inside the Original Image].
For more information on the print position, see "ADDING YOUR SENDER INFORMATION TO FAXES (Own number sending)" in the Image Send Guide.

Recall in Case of Line Busy

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.

Times:
This setting specifies whether or not recalling is performed when the line is busy. When recalling is performed, you can set the number of recall attempts. Any number from 1 to 14 can be selected.

Interval:
The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

Even when this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Recall in Case of Communication Error

This determines how many times your machine will automatically re-attempt the call if a fax transmission fails due to a communication error.

Times:
Specify how many times the machine will re-attempt the call when a communication error occurs.

Interval:
The interval between recall attempts can be set. Any number of minutes from 1 to 15 can be selected.

Even when this setting is enabled, note that your machine will not re-attempt a call when manual transmission or direct transmission is used.

Registration of Own Name Select

This is used to store sender names used in "Own Number Select". A maximum of 18 names can be stored.

Add New

Store a sender name. A maximum of 20 characters can be entered for the sender name. Control numbers are from 01 to 18. The lowest number not yet in use is automatically assigned when you begin the storing procedure. This number cannot be changed.

Sender Name List

This shows the currently stored sender names.
A sender name can be selected to delete it.

Fax Receive Settings

Settings for fax reception can be configured.

Number of Calls in Auto Reception

This setting is used to select the number of rings on which the machine automatically receives a call and begins fax reception in auto reception mode. Any number from 0 to 15 can be selected.

If you select "0" for the number of rings, the machine will immediately answer and begin fax reception without ringing in auto reception mode.

Duplex Reception Setting

This is used to have received faxes printed on both sides of the paper.
When this setting is enabled and a fax consisting of 2 or more pages is received (the pages must be the same size), the pages are printed on both sides of the paper.

Auto Receive Reduce Setting

When a fax is received that includes the sender's name and number, the received image is slightly larger than the standard size. This setting is used to automatically reduce the image to fit the standard size.

- If Auto Receive Reduce is disabled, the edges of the image outside the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.
- Standard sizes are sizes such as 8-1/2" x 11" and 8-1/2" x 5-1/2" (A4 and B5).

Print Style Setting

This setting determines the paper selection condition when printing received faxes. Select one of the three conditions below.

Print Actual Size Cut off Disabled
The received fax image is printed at full size without dividing it onto multiple sheets of paper. If the same size of paper or larger paper is not loaded, the fax will be received in memory and will not be printed until a suitable size of paper is loaded.
However, if the received fax is longer than 11" x 17" (A3) size, it will be automatically divided onto multiple sheets of paper.

Print Actual Size Cut off Enabled
Each received image is printed at full size. If necessary, the image is divided onto multiple sheets of paper.

Auto Size Select
Each received image is printed at full size when possible. When not possible, the image is automatically reduced before printing.

Set the Telephone Number for Data Forwarding

When a problem prevents the machine from printing a received fax, the received fax can be forwarded to another fax machine. This setting is used to program the fax number of the destination fax machine. Only one forwarding fax number can be programmed (maximum of 64 digits).
To insert a pause between digits of the number, touch the [Pause] key.
To insert a space between digits of the number, touch the [Space] key.
If you wish to specify an F-code confidential memory box in the destination machine, touch the [Sub Address] key after entering the fax number and enter the F-code (sub-address and passcode).

A3 RX Reduce

When an A3 size fax is received, this function reduces the fax to W letter size.

When this setting is enabled, W letter size faxes are also reduced.

Fax Output Settings

These settings are for printing received faxes. The following items can be configured.

Output tray*1
Select the output tray for received faxes.

Number of Prints
Set the number of copies of received faxes that are printed.

Staple Position*1
Use this setting to specify stapling positions for received faxes. This setting is only effective when [Staple] is enabled in "Fax Data Receive/Forward".

Paper Size*1
Specify the size of paper used to print received faxes. This setting is only effective when [Staple] is enabled in "Fax Data Receive/Forward".

Paper Folding Size Setting*2
Select one of the following sizes for the paper size used when paper folding is performed.
11" x 17", 8-1/2" x 14", 8-1/2" x 11"R, A3, B4, A4R

*1 When a saddle stitch finisher or finisher is installed.
*2 When a folding unit is installed.

- This setting is only applied when the [Multiple Set Print], [Staple], and [Fold] checkboxes are ☑ in "Fax Settings" in "Fax Data receive/Forward".
- For the maximum number of sheets that can be stapled, see "SPECIFICATIONS" in the Safety Guide.

Anti Junk Fax Setting

This setting is used to block fax reception from specified fax numbers (anti junk fax numbers).
Up to 50 anti junk fax numbers can be stored.

Add New
Add a new anti-junk fax number. When storing an anti-junk number, a maximum of 20 digits can be entered.

Number Key List
This shows a list of the stored anti-junk numbers. An anti-junk number can be selected to delete it.

Fax Polling Security

The following settings are for regular polling memory using the Public Box.

Set Fax Polling Security
When the memory polling function is used, this setting determines whether any machine will be allowed to poll your machine, or only machines that have been stored in your machine.

Add New
When the Polling Security Setting is enabled, use this setting to store the fax numbers of the machines that are allowed to poll your machine. The stored fax numbers are called passcode numbers. Up to 10 passcode numbers can be stored (maximum of 20 digits each).

Passcode Number Key List
This shows a list of the stored passcode numbers. A number can be selected to delete it.



Note that these settings do not apply to F-code polling memory.

3 CONVENIENT FUNCTIONS

This chapter describes convenient functions for the administrator of the machine.

Control Settings in the Web Pages

The Web pages can be used to conveniently perform control tasks.

Releasing the Lock on the Machine Operation Panel

If a user makes three unsuccessful login attempts in a row when "A Warning when Login Fails" (page 26) is enabled, machine operation will lock. An administrator can use the following procedure to release the lock:

(1) Log in to the Web pages with administrator rights.
(2) Click the [Execute] button in [User Control] - [Default Settings] - [Release the Lock on Machine Operation Panel].

The lock will be released.

Administrator's Guide

MODEL: MX-M850
MX-M950
MX-M1100



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